

**County of Sullivan, NH  
Board of Commissioners  
Regular Business Meeting Minutes  
Monday, August 18, 2014  
Unity, NH County Complex  
Sullivan County Health Care Building, Frank Smith Living Room**

**Attendees:** Commissioners Jeffrey Barrette, Chair; Bennie Nelson, Vice Chair; and Ethel Jarvis, Clerk; Jessie Levine, County Manager; Lionel Chute, Natural Resources Director; Ted Purdy, Sullivan County Health Care Administrator; John Cressy, Facilities & Operations Director; Ross L. Cunningham, DOC Superintendent; Norm O'Neil, Interim Human Resources Director; Kirsten Skeie, Account Clerk II/Videographer; and Sharon Callum, Administrative Assistant/Minute Taker.

**Public attendees:** Representative John Cloutier, Delegation Chair; Lisa Getman, citizen.

At 2:00 PM, Commissioners Jeff Barrette and Ben Nelson, along with Levine, Cressy, Purdy, and Chute, toured the grounds of the Unity complex to review the proposed parking and paving plan. A decision was made to leave and potentially expand the parking identified to the left of the entrance to Stearns, and to expand and improve a public seating area outside of Sanders to the right of the Stearns entrance. In addition, Cressy will talk to the engineer about extending the project to include the sidewalk and driveway in front of Sanders.

At 3:05 PM, Chair Barrette brought the business meeting to order and led all in the Pledge of Allegiance. The Chair noted the tour of the County's Unity parking lot prior to the meeting.

**Agenda Item No. 1. Sullivan County Natural Resources, Lionel Chute, Director**

Student Intern hired: Mr. Chute announced that he had finally identified and hired a Natural Resources intern, a Stevens High School student, who will be working 20 hours per week for 10 weeks. The intern brings experience working on a dairy farm, has a strong connection to the outdoors, and will be assisting with field soil sample collections and boundary projects.

Edward MacGlaflin's use of the County's Unity fields: A formal notice was mailed to MacGlaflin related to field use and soil conditions. Chute is scheduling a follow up meeting with the County Manager and MacGlaflin to discuss the shape of the corn fields, erosion and cover crop planting action.

High Tunnel Project update: The project is going well. They planted bush beans plants that volunteers are watering and measuring as they grow. They've organized bean picking teams that will weigh and count the produce to compare between the two high tunnels to determine any meaningful differences. Kale will be planted in December.

Regional Culvert Assessment Project: This was a regional project of the Conservation District, which hoped to work with the Upper Valley Lake Sunapee Regional Planning Commission and municipalities that touched the Little Sugar River tributary. The intent was to collaborate with

the towns of Acworth, Charlestown and Unity. The project has fallen through. Charlestown Select Board provided a letter of support, Unity Select Board declined, and Acworth Select Board did not approve the project after hearing concerns expressed by a public participant that the municipality would become liable for the culvert condition if "blow outs" occur and the condition of the culvert is reflected in the culvert assessment report. This is most likely not the case. Chute feels the communities may have not understood the project and anticipates holding a follow up conversation.

Stream Tables Fluvial Demonstration Model opportunity: This is a new project and funding opportunity for the Conservation District through Wellborn Ecology Fund to purchase a fluvial demonstration model -- a \$5,000 sophisticated piece used for education school outreach to monitor stream table dynamics and water movement -- recently brought to Chute's attention. There is only one other model like this in NH belonging to NH State's fluvial geomorphologist. As host of the model, the County would be able to present the model at public events, such as the Pancake Breakfast, Conservation District Annual meetings and forestry meetings. The application deadline is Sep.18, 2014. No funding is required by the County.

County Poor House Historical Records - Moose Plate Grant Application Update: The application for grant funds to preserve Poor House records was funded in its entirety, pending resolution of what to do with the birth records that may be confidential. Chute will meet with the County Attorney to seek a formal opinion on the correct approach as the records relate to hospital data, which may be considered a potential privacy issue. There are regulations that allow towns to release this type of information, but not for counties. The hospital data include names, dates, birthplaces and residency. This funding includes microfilm preservation work. He hopes that the restored records will be housed by Registrar of Deeds in Newport.

RFPs for Fire Pond Dock, Root Cellar and Trailer Removal Update: Chute will be working on RFPs for adding a dock to the fire pond, preserving the root cellar, and removing two trailers from County property. As Cressy will be scheduling fire pond dam work, it makes sense to do the dock construction after the work is completed. Chute noted a meeting with Levine and Seth Wilner next week regarding the RBEG feasibility study.

## **Agenda Item No. 2. Sullivan County Health Care, Ted Purdy, Administrator**

Census Update: Mr. Purdy reviewed the following reports [Appendix A.1-6]:

- July 2014 Medicare, Private, Medicaid, HCBC (Respite), Insurance/Mngd Care, Medicare B Revenue: Medicare average daily census matches budgeted. Private daily census is 17 vs. 16 budgeted. Medicaid daily census is 115 vs. 112 budgeted. HCBC had some positive variance. Managed Care saw a negative variance of \$4,185; \$47,000 positive variance with total monthly revenue variance of \$35,000+. This is a good start to the fiscal year.
- FY15 SCHC Revenue Review - 07/01/2014: Year-to-date (YTD) reflects changes in adjustment primarily from Private to Medicaid; YTD Private \$118,483. The report does not account for the meal numbers for DOC reimbursement. YTD variance reflects a positive amount of \$831,209.
- Medicare Length of Stay Analysis: 21 days non-rehab RUGs reduced the average a bit; new rates arrive October 1, 2014 and Purdy anticipates a 1-1.5% decrease.

- Quarterly Resident Census: 84% occupancy vs. 91% FY14 year end; 143 census today; average: 10 Skilled, 17 Private, and 115 Medicaid. Census was 145 between August 7-13, 2014 with a couple of discharges over the last two days.
- Summary Admission/Discharge Report from 7/1-7/31/2014: 8 admissions and 12 discharges.
- Month-end Aged Analysis: \$86,000 over last month; some of the \$22,000+ is reflective of the increase in July revenue over June.

State Survey Update: The Plan of Correction was submitted Friday for the hospice care planning and life safety random fire drills on all shifts. They should receive a response with paperwork in a couple of weeks. Cressy reminded all that fire drills were done in a timely fashion on all shifts, but they needed to conduct them at random times in the future.

### **Agenda Item No. 3. Facilities & Operations, John Cressy, Director**

Water Well #7 Project Update: This project is complete and they are making sure chlorine residuals are correct.

Biomass Update: The stack test is scheduled for September 10, 2014. Cambridge is expected to be here for a couple of days in advance to tweak the filter. The County is holding a \$136,000 retainage check for Woodard and Curran relating mainly to lien wavers. There are just a few control items being worked on. Once the test passes, the RECs will be retro to the first of year. Wilson Engineering Services is working on a few items related to data collection, based on input - real energy used - and anticipates having more accurate data next year. The Chair requested data for their next meeting on the anticipated RECs that will be available for revenue. Cressy noted they will need to do another RFP related to RECs, also. Grantham Garden Club will tour the biomass plant tomorrow.

Newport County Complex Window Work: American Plate Glass has delayed window work until the first week in September on the Commissioners' Office exterior windows in Newport. Cressy confirmed new ones will be all season windows.

Capital Projects Updates: two RFP's were issued, one for the Stearns/Sanders Building Roof and the other for the DOC Electrical lighting project.

Stearns & Sanders Building Roofing RFP: A spreadsheet reflecting a comparison of the two proposals received and what was budgeted was distributed [Appendix B] and below:

	Melanson	Viking	Budget
Sanders	\$ 124,215	\$ 175,200	\$ 150,000
Stearns	\$ 161,650	\$ 168,306	\$ 210,000
Stearns Sunroom	\$ 20,135	\$ 21,600	
Stearns Boilerroom	\$ 22,230	\$ 24,680	
Connector	\$ 11,830	\$ 17,580	
	<b>\$ 340,060</b>	<b>\$ 407,366</b>	<b>\$ 360,000</b>

One proposal was from Melanson Co., Inc. of Keene [Appendix C] and the other from Viking Roofing, Inc. of Hollis NH [Appendix D]. Melanson assisted with specs and provided budget numbers for the project and has worked with the County previously. Cressy noted both companies have equal experience and he was impressed with both. He and Levine recommend accepting the lower bid from Melanson, as the company is quite qualified and it leaves room for contingency and alternatives. Melanson provided a schedule for expediting the Stearns roof as it has more immediate damage to repair, with Sanders roof work scheduled for next calendar year. Cressy may have further discussions related to the building connector with Melanson. Sanders roof sq. ft. is 14,000 and Stearns with connector is 17,500 sq. ft.

Cressy plans to discuss the project work with the nursing home Resident Council.

Levine confirmed RFPs were e-mailed to approximately ten roofing companies within about an hour's radius. The Chair expressed concern about the price per square footage, "it is a lot more than the going rate." Cressy noted that the firms would be performing a lot of work to protect the entrances so that the facility could continue to operate without harm to people; plus, disposal of the old roofing material is the contractor's responsibility and costly. Levine pointed out the contractor would need to provide a construction bond and felt this aspect scares some contractors away from bidding.

In response to a question from the Chair, Cressy read aloud from the Sullivan County Roof RFP, Scope of Work, A: Sanders Building, confirming "The remainder of the deck shall be covered with a synthetic underlayment as manufactured by RoofTop Guard II." The Chair asked if there were alternatives to recommend. Cressy confirmed one would be to use copper roofing for the entrances. The group discussed the entrances, the two not being used, as well as the roofing material and 20, 30 or 50 year warranty choices. The Chair suggested including Alternative K in the proposed motion as an amendment.

**Motion to award the Sanders/Stearns roofing contract to the Melanson Company, Inc. of Keene, NH, subject to confirmation that the proposal meets the requirements of the RFP, and to authorize the County Manager to negotiate and execute the final contract and further authorize the County Manager and Facilities Director to identify and allow for any bid alternates that should be included in the contract; with the Alternate K we identified using 50 year shingles vs. 30. Made by: Nelson. Seconded by: Jarvis. A voice vote was taken, with the motion passing unanimously.**

Department of Corrections Electrical RFP: Cressy noted they originally issued an RFP and received bids in February 2013, but then revisited the site and opted to bid out 63 lights with funds left over to do rest of lights as change orders. With the reissuance of the RFP, they received one bid from James Lawrence Electric, Inc., for \$18,422 [Appendix F]. Levine pointed out the project is funded with \$30,000 from FY14 Fund Balance. Cressy confirmed there are still funds from PSNH for lighting upgrades. Cressy confirmed they circulated the RFP, published it at the County's website, and fielded calls related to the project. He feels logistics for contractors may be tough due to the project's correctional setting. The Chair pointed out the \$300/light seemed a lot.

**Motion to award the DOC electrical contract to James Lawrence Electric, Inc. of Keene NH subject to confirmation that the proposal meets the requirements of the RFP and to authorize the County Manager to negotiate and execute the final contract. Made by: Nelson. Seconded by: Jarvis. A voice vote was taken, with the motion passing unanimously.**

**Agenda Item No. 4. Department of Corrections, Ross L. Cunningham, Superintendent**

Population Census Review & Staffing Update: Superintendent Cunningham presented the 2014 Population Data [Appendix G] and monthly report [Appendix H]. There are two Correctional Officer and two Per Diem vacancies to fill – they are actively recruiting for these vacancies. Levine noted the DOC policy updates will be presented in the same format as last year, with changes shown using track changes, as a package at the September 22, 2014 meeting.

Schedule Compliance Tour: The compliance tour has been scheduled for 2:00 p.m., Monday, September 22, 2014, prior to the regular business meeting.

Review & Approve In-grade Pay Adjustments: The Commissioners reviewed a memo from Superintendent Cunningham to Ms. Levine, dated August 12, 2014, relating to proposed in-grade pay adjustments for selected correctional officers and corporals that would address the compression issues [Appendix I]. It was noted this issue was discussed during budget season and \$37,000 budgeted to address the issue. The County Manager, DOC Superintendent and Interim Human Resources Director, Norm O'Neil, have reviewed length of service, staff experience and pay. Recommended adjustments would equalize the pay and recognize length of service.

Levine noted the dollar impact amounts to \$32,000. She still recommends a holistic review of the County pay scale, which she will recommend as part of the FY16 budget. The proposed salary adjustments noted in the memo result in 4.9-11% increase retroactive to 7/1/14.

The Chair expressed appreciation that the length of service was taken into consideration and not seeing individual names attached to the proposal. Mr. O'Neil noted that the spreadsheet was a summary of the group's decision and was one of the steps to ensure the proposed change met a fundamental fairness test. The Chair expressed appreciation for the non-biased view from Mr. O'Neil.

Levine noted the COLA adjustment is consistent and county wide, they are obligated to review county wide pay scale, but are recommending moving forward with this section as it's easier to drill down these types of positions. The Chair noted he understands the impetus for this relates to the competitiveness of correctional pays. The Vice Chair took a moment to welcome Mr. O'Neil on board with the County.

**Motion: I move to approve the in-grade adjustments for selected Correctional Officers and Corporals due to issues as described in the memo dated August 12, 2014. Made by: Nelson. Seconded by: Jarvis. A voice vote was taken with the motion carrying, unanimously.**

**Agenda Item No. 5. County Manager's Report, Jessie W. Levine**

IT Service Contract update: Competitive Computers is wrapping up Unity County complex work and performed work in Newport to connect with Fastroads. She'll discuss this during a follow up meeting scheduled with the owner tomorrow.

Request for Sole Source Contract with IPG Employee Benefits Specialist: IPG, a Keene NH company, per request, submitted an informational package relating to how they would approach brokerage services for the County's ancillary lines of coverage that could include life, dental and long/short term disability [Appendix J]. As broker, IPG's cost is built into the rates, therefore, the County would pay nothing. In return for entering into a sole-source contract, IPG has a well informed Affordable Care Act background, offers a free technology affiliation (intranet) that could enhance communications between County and employees, as well as allowing better access for employees to their benefit information, and a wellness communication piece. IPG bids issued to insurance carriers are considered no obligation bids. Levine worked with the firm in Hanover. A list of current IPG customers was included in the package. IPG would return with the bid results so that the County can compare what is currently being paid for to what IPG gathers. A result, for example, might be that the County looks at self-funding dental.

**Motion: approve the sole-source contract with IPG Employee Benefits and authorize the County Manger to name IPG Employee Benefits Specialists as the County's broker of records where appropriate. Made by: Nelson. Seconded by: Jarvis. A voice vote was taken with the motion passing unanimously.**

Any Other business - CDBG Earl Bourdon Center Update: Ms. Levine brought forth a Subrecipient Agreement for the Chair to sign and be notarized by her (authorization was provided at a previous meeting). She added that they would be issuing a notice of Finding of No Significant Impact and Intent to Request Funds.

**Agenda Item No. 6. Board of Commissioner Business**

Old Business – Select Board Meeting Schedule: An updated schedule of town Select Board meetings was distributed [Appendix K]. The Chair indicated they attended Sunapee Town Select Board meeting Monday and a question was asked if the County was interested in reopening conversations related to a central dispatch, as New London dispatch may be closing. They left it in the Town Manager's hands to head up an exploratory group to find out if there is interest from the regions other towns. He noted the meeting was very pleasant and those in attendance expressed appreciation about the stable tax rate. The next Select Board meeting is schedule for Mon. Aug. 25, 2014, in Goshen.

New business – 2014 NHAC Annual Conference & Award nominations: A copy of the NHAC award nomination form was reviewed [Appendix L]. The deadline for nominations is Friday, September 5, 2014 at the County Commissioners Office.

New business – County Response to Employee Personal Events: Levine placed this on the agenda at the Commissioners' request to hold conversations about employees who have a personal crisis that may require additional time off or other benefits and noted this was partly why she incorporated gathering information on long term disability in the IPG discussion. She noted, recently, an employee's daughter was in a tragic accident and will be going through recuperation that may require the employee to take more time off than she has available as paid time.

The Chair concurred there is more flexibility offered by private organizations, but he'd like to see, as an organization of 300 employees, a mechanism to take care of immediate family issues that affect the employees. He tasked the County Manager, Interim Human Resources Director, Sullivan County Health Care Administrator and DOC superintendent to come up with ideas, criteria, and a standard to administer – ideas may be a fund or increase of time allowance – and to ensure these work within the union framework. The Vice Chair discussed a program, mentioned by an employee, that held a bank of days, donated in advance by employees that were available for those who had depleted their own time. The Chair noted the overall intent and goal is admirable, but feels they won't be able to come up with a remedy in time to help the current employee's situation.

Levine pointed out a number of concerns with such a policy and said that whatever is ultimately decided, it needs to be fair and equally available to all employees. The Chair concurred it needs to be fair and equally assessable, regardless of the position held. The Vice Chair requested the group to gather sample programs. Levine indicated they have samples and would return with a draft policy that fits Sullivan County's personnel policies.

O'Neil noted this was a policy decision and forewarned they should go into discussions with eyes wide open and it would need resources to operate and fund such a program. He noted, he'd been involved with the leave bank example and expressed concern that it could get twisted around. We need to recognize the potential issues, look at the pros and cons, and understand it takes times to administer with resources and continue to watch that it does not get taken over with expectations that were not intended to be met.

Sullivan County Agricultural Industry Promotional Posters: Commissioner Nelson noted Carla Skinder has agricultural posters showing Sullivan County agricultural industries, to present to the officials. Levine confirmed Skinder scheduled time on the agenda at the September 22, 2014 Commissioner meeting.

#### **Agenda Item No. 7. Public Participation**

Lisa Getman identified herself as a citizen of the County and parent of a male inmate at the DOC. She discussed her contact with the County Attorney's office related to the handling of her son's case. She discussed the type of treatment he received vs. others involved in the same case. She questioned if there was a specific protocol for her to file a complaint about this and how the Commissioners would be responding. The Chair noted the issue was under discussion and they would follow up with her once the review was finalized. Both the Chair and V. Chair thanked her for attending the meeting.

**Agenda Item No. 8. Meeting Minutes August 4, 2014:** Tabled to the 9/08/2014 meeting.

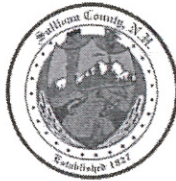
**4:39 Motion: to adjourn. Made by: Nelson. Seconded by: Jarvis. A voice vote was taken, with the motion approved unanimously.**

Respectfully submitted,

  
\_\_\_\_\_  
Bennie Nelson, Vice Chair/Interim Clerk  
Board of Commissioners

BN/sjc/jwl

Date minutes approved: 9/8/14



**Sullivan County, NH**  
**Board of Commissioners**  
**Monday, August 18, 2014**  
Frank Smith Living Room  
Sullivan County Complex  
5 Nursing Home Drive, Unity, NH

**Meeting Agenda**

- 2:00 PM      Paving/Parking Lot Tour & Discussion
- 3:00 PM      Regular Business Meeting
1. Sullivan County Natural Resources, *Lionel Chute, Director*
    - a. Project Updates
  2. Sullivan County Health Care, *Ted Purdy, Administrator*
    - a. Census Update
  3. Facilities & Operations, John Cressy, Facilities Director
    - a. Biomass Update
    - b. Capital Project Updates
      - i. Award Sanders/Stearns Roofing RFP
      - ii. Award DOC Electrical RFP
  4. Department of Corrections, *Ross L. Cunningham, Superintendent*
    - a. Population Census Review & Staffing Update
    - b. Schedule Commissioner Compliance Tour
    - c. Review & Approve In-Grade Pay Adjustments
  5. County Manager's Report, *Jessie W. Levine*
    - a. IT Service Contract Update
    - b. Request for Sole Source Contract with IPG Benefits
    - c. Any Other business
  6. Board of Commissioner Business
    - a. Old Business
      - i. Selectboard Meeting Schedule
      - ii. Other Old Business
    - b. New Business
      - i. 2014 NHAC Annual Conference & Award Nominations
      - ii. County Response to Employee Personal Events
  7. Public Participation
  8. Meeting Minutes August 4, 2014
  9. Adjourn

*Upcoming Events / Meetings*

- Sep. 1<sup>st</sup> Mon.**                      **Newport County-State Complex Closed**
- Sep. 3<sup>rd</sup> Wed.**                      **Conservation District Meeting**  
**Time: 7:00 PM**  
**Place: Unity, NH – Ahern Building**
- Sep. 5<sup>th</sup> Fri.**                      **NHAC Executive Council Meeting**  
**Time: 10 AM**  
**Place: Concord, NH – Primex Building**
- Sep. 8<sup>th</sup> Mon.**                      **County Commissioners Regular Business Meeting**  
**Time: 3:00 PM**  
**Place: Newport, NH – 14 Main Street, Commissioners Conf. Rm.**
- Sep. 22<sup>nd</sup> Mon.**                      **County Commissioners Regular Business Meeting**  
**Time: 3:00 PM**  
**Place: Unity, NH – 5 Nursing Home Drive, Sullivan County  
Health Care Facility, Frank Smith Living Room**

**Sullivan County Board of Commissioners**  
**August 18, 2014**  
**Possible Motions on Agenda Items**

**3.b.i Capital Projects: Sanders/Stearns Roofing RFP**

I move to award the Sanders/Stearns Roofing contract to the Melanson Company, Inc., of Keene, NH, subject to confirmation that the proposal meets the requirements of the RFP, and to authorize the County Manager to negotiate and execute the final contract. I further authorize the County Manager and Facilities Director to identify and allow for any bid alternates that should be included in the contract.

**3.b.ii Capital Projects: DOC Electrical RFP**

I move to award the DOC Electrical contract to James Lawrence Electric, Inc., of Keene, NH, subject to confirmation that the proposal meets the requirements of the RFP, and to authorize the County Manager to negotiate and execute the final contract.

**4.c. In-Grade Pay Adjustments**

I move to approve the in-grade adjustments for selected Correctional Officers and Corporals due to issues as described in the memo dated August 12, 2014 from the DOC Superintendent.

**5.b. Sole Source IPG Contract**

I move to approve a sole-source contract to IPG Employee Benefits and authorize the County Manager to name IPG Employee Benefits Specialists as the County's broker of record where appropriate.

# APPENDIX A.1

2.a.

July 2014

Sullivan County Health Care

MEDICARE							
	Jul 2013 Actual	Jul 2013 AVG DAILY CENSUS	Jul 2014 Actual	Jul 2014 AVG DAILY CENSUS	BUDGETED	BUDGETED AVG CENSUS	VARIANCE
CENSUS:	118	4	233	8	248	8	-15
REVENUE	\$56,286.91		\$107,507.63		\$117,800.00		-\$10,292.37
AVERAGE RATE PER DAY	\$477.01		\$461.41		\$475.00		-\$13.59

PRIVATE							
	Jul 2013 Actual	Jul 2013 AVG DAILY CENSUS	Jul 2014 Actual	Jul 2014 AVG DAILY CENSUS	BUDGETED		VARIANCE
CENSUS:	530	17	537	17	496	16	41
REVENUE	\$143,240.00		\$150,705.00		\$136,400.00		\$14,305.00
AVERAGE RATE PER DAY	\$270.26		\$280.64		\$275.00		\$5.64

MEDICAID							
	Jul 2013 Actual	Jul 2013 AVG DAILY CENSUS	Jul 2014 Actual	Jul 2014 AVG DAILY CENSUS	BUDGETED		VARIANCE
CENSUS:	3,427	111	3,559	115	3,472	112	87
REVENUE	\$519,224.77		\$566,308.08		\$520,800.00		\$45,508.08
AVERAGE RATE PER DAY	\$151.51		\$159.12		\$150.00		\$9.12

HCBC (RESPITE)							
	Jul 2013 Actual	Jul 2013 AVG DAILY CENSUS	Jul 2014 Actual	Jul 2014 AVG DAILY CENSUS	BUDGETED		VARIANCE
CENSUS:	0	0	16	1	0	0	16
REVENUE	0		\$2,565.12		\$416.67		\$2,148.45
AVERAGE RATE PER DAY	\$160.32		\$160.32				\$0.00

INSURANCE/MNGD CARE							
	Jul 2013 Actual	Jul 2013 AVG DAILY CENSUS	Jul 2014 Actual	Jul 2014 AVG DAILY CENSUS	BUDGETED		VARIANCE
CENSUS:	0	0	2	0	0	0	2
REVENUE	\$0.00		\$910.52		\$5,095.89		-\$4,185.37
AVERAGE RATE PER DAY	#DIV/0!		\$455.26				\$455.26

	Jul 2013 Actual	Jul 2013 AVG DAILY CENSUS	Jul 2014 Actual	Jul 2014 AVG DAILY CENSUS	BUDGETED		
TOTAL CENSUS	4,075		4,347		4,216		
AVERAGE CENSUS		131.5		140	0	136.0	

\$718,751.68

\$827,996.35

\$780,512.56

\$47,483.79

MEDICARE B REVENUE							
	Jul 2013 Actual		Jul 2014 Actual		BUDGETED		VARIANCE
	\$45,006.85		\$23,361.98		\$35,773.15		-\$12,411.17

\$763,758.53

\$851,358.33

\$816,285.71

\$35,072.62

TOTAL MONTHLY REVENUE VARIANCE

\$35,072.62

A.2.

## FY15 SCHC Revenue Review thru 07/01/2014

	Annual Budget	31 Days YTD Budget	YTD	Variance
Medicaid	6,132,000	520,800	582,536	61,736
Private	1,606,000	136,400	118,483	(17,917)
Insurance/Managed Care	60,000	5,096	911	(4,185)
Respite (HCBC)	5,000	425	2,565	2,140
Medicaid Assessment	1,921,360	-	-	-
Medicare Part B (Total)	421,200	35,773	20,789	(14,984)
Medicare Part A	1,387,000	117,800	101,837	(15,963)
Proshare	1,798,720			-
Net Variance from Operations		816,294	827,122	10,828
Misc Income	20,000	1,699	2,627	928
Cafeteria	32,850	2,790	1,460	(1,330)
Meals	537,778	45,674	-	(45,674)
Contra Revenue (write offs)	(200,000)			-
YTD Variance	13,721,908	866,457	831,209	(35,247)

A.3

**Medicare Length of Stay Analysis**

Sullivan County Health Care (SC)

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8/15/2014 12:58 PM  
AR7400A

	Jul 2014	Jun 2014	May 2014	Apr 2014	Mar 2014	Feb 2014	Jan 2014	Dec 2013	Nov 2013	Oct 2013	Sep 2013	Aug 2013	12 Mos.	Calendar YTD
Total Admits & Readmits (All payer types)	8	11	10	5	7	4	9	5	1	9	4	13	86	54
MCR # Admits & Readmits	6	7	7	3	5	1	8	3	1	5	3	6	55	37
MCR # Discharges from facility	3	2	2	3	2	2	2	2	1			7	26	16
MCR Discharged LOS	17.3	11.5	17.0	49.3	20.0	45.0	45.5	42.0	46.0			24.4	30.0	29.9
MCR # End or A/R Change	4	3	6	1	3	3	2	1	2	1	2	1	29	22
MCR End or A/R Change LOS	44.3	18.3	43.2	100.0	53.7	82.0	61.0	92.0	72.0	9.0	60.0	23.0	52.0	50.9
Total Average MCR LOS	32.7	15.6	36.6	62.0	40.2	67.2	53.3	58.7	63.3	9.0	60.0	24.3	41.6	42.1
Total MCR Days	233	180	180	215	209	214	254	204	171	181	108	137	2286	1485
Rehab RUGs	211	178	180	215	199	214	254	204	171	181	108	137	2252	1451
% of Total MCR Days	91%	99%	100%	100%	95%	100%	100%	100%	100%	100%	100%	100%	99%	98%
Non-Rehab RUGs	21				10								31	31
% of Total MCR Days	9%				5%								1%	2%
Default Days		2											2	2
% of Total MCR Days		1%												
A ADL (low dependency)	74	102	79	81	106	77	123	82	49	47	23	59	902	642
% of Total MCR Days	32%	57%	44%	38%	51%	36%	48%	40%	29%	26%	21%	43%	40%	43%
B ADL (medium dependency)	22	44	51	100	44	76	46		16	26	31	29	485	383
% of Total MCR Days	9%	25%	28%	47%	21%	36%	18%		9%	14%	29%	21%	21%	26%
C ADL (high dependency)	136	32	50	34	59	61	85	122	106	108	54	49	896	457
% of Total MCR Days	59%	18%	28%	16%	28%	29%	33%	60%	62%	60%	50%	36%	39%	31%
Medicare Net Revenue	\$107,508	\$91,298	\$85,345	\$98,243	\$96,038	\$100,126	\$123,022	\$99,670	\$87,624	\$98,528	\$55,801	\$63,726	\$1,106,928	\$701,579

A.4.

Sullivan County Nursing Home  
Quarterly Resident Census

Resident Census - FY 15

	TOTAL DAYS	MEDICAID		PRIVATE		SKILLED		HCBC		MANAGED		LEAVE		TOTAL DAYS	
	AVAILABLE	DAYS		DAYS		DAYS		RESPIRE		CARE		DAYS		FILLED	
Jul-13	4836	3559	81.87%	536	12.33%	232	5.34%	16	0.37%	2	0.05%	2	0.05%	4347	89.89%
Aug-13	4836	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	0.00%
Sep-13	4680	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	0.00%
1ST QUARTER	14,352	3,559	81.87%	536	12.33%	232	5.34%	16	0.37%	2	0.05%	2	0.05%	4,347	30.29%
Oct-13	4836	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	0.00%
Nov-13	4680	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	0.00%
Dec-13	4836	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	0.00%
2ND QUARTER	14,352	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	0.00%
Jan-14	4836	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	0.00%
Feb-14	4368	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	0.00%
Mar-14	4836	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	0.00%
3RD QUARTER	14,040	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	0.00%
Apr-14	4680	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	0.00%
May-14	4836	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	0.00%
Jun-14	4680	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	0.00%
4TH QUARTER	14,196	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	0.00%
FY '13 TOTAL	56,940	3,559	81.87%	536	12.33%	232	5.34%	16	0.37%	2	0.05%	2	0.05%	4,347	7.63%
YTD AVG.		114.8		17.3		7.5		0.5		0.1		0.1		140.2	

Avg  
Census

Leave MRA SD-1 @ \$0.00  
Leave PVT Hospital LOA-1 @ \$305.00

140.2

0.0

0.0

0.0

Resident Census - FY 14

	TOTAL DAYS	MEDICAID	PRIVATE	SKILLED	HCBC	MANAGED	LEAVE	TOTAL DAYS							
	AVAILABLE	DAYS	DAYS	DAYS	RESPIRE	CARE	DAYS	FILLED							
Jul-13	4836	3481	85.42%	476	11.68%	118	2.90%	0	0.00%	0	0.00%	0	0.00%	4075	84.26%
Aug-13	4836	3548	86.98%	371	9.10%	152	3.73%	6	0.15%	0	0.00%	2	0.05%	4079	84.35%
Sep-13	4680	3478	88.50%	342	8.70%	108	2.75%	1	0.03%	0	0.00%	1	0.03%	3930	83.97%
1ST QUARTER	14,352	10,507	86.95%	1,189	9.84%	378	3.13%	7	0.06%	0	0.00%	3	0.02%	12,084	84.20%
Oct-13	4836	3487	84.62%	417	10.12%	181	4.39%	7	0.17%	28	0.68%	1	0.02%	4121	85.22%
Nov-13	4680	3427	85.63%	391	9.77%	171	4.27%	0	0.00%	13	0.32%	0	0.00%	4002	85.51%
Dec-13	4836	3484	83.99%	441	10.63%	204	4.92%	0	0.00%	19	0.46%	0	0.00%	4148	85.77%
2ND QUARTER	14,352	10,398	84.74%	1,249	10.18%	556	4.53%	7	0.06%	60	0.49%	1	0.01%	12,271	85.50%
Jan-14	4836	3511	83.81%	402	9.60%	254	6.06%	20	0.48%	0	0.00%	2	0.05%	4189	86.62%
Feb-14	4368	3256	85.44%	340	8.92%	214	5.62%	0	0.00%	0	0.00%	1	0.03%	3811	87.25%
Mar-14	4836	3548	85.35%	393	9.45%	209	5.03%	0	0.00%	7	0.17%	0	0.00%	4157	85.96%
3RD QUARTER	14,040	10,315	84.85%	1,135	9.34%	677	5.57%	20	0.16%	7	0.06%	3	0.02%	12,157	86.59%
Apr-14	4680	3447	84.71%	369	9.07%	215	5.28%	8	0.20%	30	0.74%	0	0.00%	4069	86.94%
May-14	4836	3617	85.59%	389	9.20%	180	4.26%	8	0.19%	31	0.73%	1	0.02%	4226	87.39%
Jun-14	4680	3519	83.53%	483	11.46%	180	4.27%		0.00%	30	0.71%	1	0.02%	4213	90.02%
4TH QUARTER	14,196	10,583	84.61%	1,241	9.91%	575	4.61%	16	0.13%	91	0.73%	2	0.02%	12,508	88.11%
FY '13 TOTAL	56,940	41,803	85.28%	4,814	9.82%	2,186	4.46%	50	0.10%	158	0.32%	9	0.02%	49,020	86.09%
YTD AVG.		1,348.5		155.3		70.5		1.6		5.1		0.3		1,581.3	

Avg  
Census

Leave MLOA-home MCD-2  
Leave MLOA-home MCD-1

131.3

Leave Private -1

133.4

Leave Private - 1; MCD - 1  
Leave MCD - 1

135.1

Leave MCD Hosp BH 104- 1  
Leave MCD Hosp BH 104- 1

137.5

A.5

Note: This report includes only the selection criteria listed below.

Effective Date From 7/1/2014 Thru 7/31/2014

Status: All

Sort: AR Type

### Summary Admission / Discharge Report

Sullivan County Health Care (SC)

Admissions (Includes Readmits)

Page 1 of 2

08/15/2014 1:05 PM

RI6300B

<i>A/R Type</i>	<i>From/To</i>	<i>Admissions</i>	<i>Readmits</i>	<i>Discharges</i>
HCB	HM Home	1	0	0
	<i>HCB Subtotal</i>	1	0	0
MCD	20 Expired in Facility	0	0	2
	HP Hospital	0	0	3
	<i>MCD Subtotal</i>	0	0	5
MRA	HM Home	0	0	1
	HP Hospital	3	3	2
	<i>MRA Subtotal</i>	3	3	3
PVT	1 Private home/apartme	0	0	0
	20 Expired in Facility	0	0	2
	AL Assisted Living	0	0	0
	HP Hospital	0	1	2
	NH Nursing Home	0	0	0
	<i>PVT Subtotal</i>	0	1	4
<i>Total</i>		4	4	12

A.6

## Month-end Aged Analysis

Sullivan County Health Care (SC)  
For the Month of Jul, 2014

Type Balance	Jul/	Jun/	May/	Apr/	Mar/	Feb/	Jan/	Dec/	Nov/	Oct/	Sep/	Aug/	Jul/	Balance
<b>Aged Analysis Summary</b>														
HCB	2,565.12		1,282.56	1,282.56			3,206.40			1,122.24	160.32	961.92	883.00-	9,698.12
INS	17,973.74	8,252.65	1,195.71	2,825.83	2,622.86	5,249.70	207.02	159.64	126.94	5,504.08	147.03-		7,556.24-	36,414.90
MCD	455,128.52	27,405.64	17,938.98	15,387.83	5,738.32	9,716.34	1,119.03		3,030.20			5,060.63	25,991.17	566,516.66
MCP														
MRA	83,491.63	78,074.11	5,595.53		4,456.24	595.97							5,500.59-	166,712.89
MRB	18,613.15	15,649.63	3,738.72	1,986.27	4,612.98	7,729.83	6,554.75	364.46	1,264.25	1,647.63			5,891.40-	56,270.27
MXA	2,888.00		7,296.00	14,896.00	11,096.00	4,975.00	4,297.00	7,273.00	3,869.00	2,812.00			61,451.17	120,853.17
MXB	3,191.09	3,036.34	1,126.22	1,030.33	2,365.02	2,732.43	2,250.10	590.23	1,386.97	1,550.53	2,590.12	1,394.54	1,846.27	25,090.19
PVT	84,399.29	36,064.53	23,214.30	9,793.09	16,632.22	11,684.53	7,897.80	8,098.60	6,797.60	8,028.27	9,732.90	11,456.37	189,859.24	423,658.74
RES	4,379.21	1,400.06	183.57-	1,556.99-	1,127.00	300.00	2,032.60	1,407.00	974.71	1,024.20	1,245.82	2,032.04	32,156.01	46,338.09
PHC														
HST														
PIN														
HSR														
MRP	910.52	13,211.66	14,715.54	12,194.53-				158.04					862.60	17,663.83
AIN														
<b>Totals:</b>	<b>673,540.27</b>	<b>183,094.62</b>	<b>75,919.99</b>	<b>33,450.39</b>	<b>48,650.64</b>	<b>42,983.80</b>	<b>27,564.70</b>	<b>18,050.97</b>	<b>17,449.67</b>	<b>21,688.95</b>	<b>13,582.13</b>	<b>20,905.50</b>	<b>292,335.23</b>	<b>1,469,216.86</b>
	45.84%	12.46%	5.17%	2.28%	3.31%	2.93%	1.88%	1.23%	1.19%	1.48%	0.92%	1.42%	19.90%	100.00%

# APPENDIX B

## Sullivan County Roof Proposal Summary Proposals Received by noon on August 13, 2014

	Melanson	Viking	Budget
Sanders	\$ 124,215	\$ 175,200	\$ 150,000
Stearns	\$ 161,650	\$ 168,306	\$ 210,000
Stearns Sunroom	\$ 20,135	\$ 21,600	
Stearns Boilerroom	\$ 22,230	\$ 24,680	
Connector	\$ 11,830	\$ 17,580	
	\$ 340,060	\$ 407,366	\$ 360,000

the **MELANSON** company, inc.

ROOFING DIVISION with offices in Keene, NH, Bow, NH and Williston, VT  
353 West Street - PO Box 523, Keene, NH 03431 \* (603) 352-4232 \* Fax (603) 352-5375  
[www.melanson.com](http://www.melanson.com)

SINCE 1932



August 13, 2014

Sullivan County Nursing Home  
5 Nursing Home Drive  
Unity, NH 03743

Attention: Mr. John Cressy  
Facilities & Operations Director

Reference: **Roof Replacement Quotations**  
Stearns and Sanders Buildings  
**(As Per Written Information Outlined Within 10 Page RFP  
Provided By Sullivan County)**

In accordance with your request we have inspected the various roofs that represent the above referenced project and hereby submit the following itemized quotations:

**A. Sanders Building:**

**BASE BID:** One Hundred Twenty Four Thousand, Two Hundred Fifteen Dollars (\$124,215.00).

**B. Stearns Building:**

**BASE BID:** One Hundred Sixty-One Thousand, Six Hundred Fifty Dollars (\$161,650.00).

**OPTIONAL ALTERNATE BID:**

The cost to apply a new 40 mil vapor barrier over the tectum deck would be an additional Twenty One Thousand, Seven Hundred Dollars (\$21,700.00).

**C. Stearns Building Sunroom:**

**BASE BID:** Twenty Thousand, One Hundred Thirty-Five Dollars (\$20,135.00).

**OPTIONAL ALTERNATE BID:**

The cost to apply a new 40 mil vapor barrier over the tectum deck would be an additional Two Thousand, Seven Hundred Dollars (\$2,700.00).

**D. Stearns Building Boiler Room:**

**BASE BID:** Twenty Two Thousand, Two Hundred Thirty Dollars (\$22,230.00).

**OPTIONAL ALTERNATE BID:**

The cost to apply a new 40 mil vapor barrier over the concrete deck would be an additional Three Thousand, Two Hundred Fifty Dollars (\$3,250.00).

**E. Stearns-Sanders Building Connector:**

**BASE BID:** Eleven Thousand, Eight Hundred Thirty Dollars (\$11,830.00).

**F. ALTERNATE No. 1: (Metal Roofing as per Section E, in place of shingles for Sanders Building)**

ADD: \$63,860.00

**G. ALTERNATE No. 2: (Cover entire wood deck with a layer of new ½" CDX fir plywood)**

ADD: \$26,275.00

**H. ALTERNATE No. 3: (20oz Copper SS Ice Belt along entire eave lines)**

ADD: \$38,945.00

**I. ALTERNATE No. 4: (.040" Pre-Finished Aluminum SS Ice Belt along entire eave lines)**

ADD: \$29,055.00

**J. ALTERNATE No. 5: (Re-Roof Three (3) Front Entrances with 20oz Copper Flat-Seam roofing with soldered seams)**

ADD: \$13,489.00

**K. ALTERNATE No. 6: (Substitute new 50 Year shingles in lieu of 30 Year BASE BID – Sanders Building)**

ADD: \$6,240.00

**PROJECT SCHEDULE:****BUILDING:**

Sanders Building  
Stearns Building

**COMMENCEMENT:**

April 13, 2015  
October 27, 2014

**COMPLETION:**

May 22, 2015  
November 21, 2014

<b>Stearns Bldg. Sunroom</b>	<b>November 24, 2014</b>	<b>November 26, 2014</b>
<b>Stearns Bldg. Boiler Room</b>	<b>November 24, 2014</b>	<b>November 26, 2014</b>
<b>Stearns-Sanders Connector</b>	<b>May 25, 2015</b>	<b>May 27, 2015</b>

Please note that our intent is to complete this project in a timely manner, however these above referenced dates could vary a bit due to unanticipated circumstances and/or weather permitting!

**ACKNOWLEDGE ADDENDA:** None

**EXCLUSIONS AND CONDITIONS:**

1. Our proposal is based on the premise that we would be given free access to a work area large enough to encompass our trucks, dumpsters, miscellaneous equipment and flashing detail. All other vehicular and pedestrian traffic would be restricted from this area during the re-roofing process.
2. Our bid proposal includes full eave height, OSHA compliant scaffolding along all eave lines of the Hipped Sanders Building, in order to accommodate the replacement of the shingle roofing work and protect our crew, residents, and/or any other pedestrians to will be present during the course of this project.
3. It must be determined by the owner that there is no asbestos containing materials that would be disturbed as a result of this installation. Asbestos could be present in the roof system, fire-proofing of the roof deck, pipe coverings, ceiling tiles or existing roof top unit components being removed, etc. Any necessary abatement could result in additional cost.
4. The process of roof demolition can sometimes create and disturb debris, causing it to fall through roof deck joints and from the top of framing members. If not protected by a ceiling, interior finishes and contents can be affected. If there appears to be some risk in this particular project, we recommend that some form of protection be installed. If you need any assistance with this, please let us know.
5. As the process of roof demolition and re-roofing can create unavoidable impacts and vibrations, we are concerned about interior finishes and fixtures (particularly on older buildings) that may not be well attached and could become dislodged or damaged due to these activities. Any such damage would be the responsibility of the property owner.
6. The process of removing existing steep slope roof materials and/or cutting new ridge vents into a roof peak can often result in considerable debris or dust falling from the roof deck to the area below. Older structures that may have spaces between the roof boards are most apt to

release debris. We strongly recommend that any contents or finishes be protected prior to the commencement of work. If you need assistance with this procedure please let us know.

7. Installing adhered roof systems in cold weather can be a challenge. If the temperature is not 40 degrees and rising there is always a possibility of encountering areas of membrane that are not properly adhered. Very often this is merely an aesthetic issue, however sometimes, the manufacturer will be concerned if larger areas appear poorly adhered. We would not be responsible for any such repairs required because of wintertime temperatures.

In order to avoid such problems, we often suggest mechanically anchoring the membrane rather than adhere. This change allows us to install roofing on most reasonable winter weather days. We would have to be more selective about the days we roof, if we have to install an adhered system. **Therefore, we would commence this portion of the project in the spring of 2015!**

8. Any deteriorated roof deck, blocking, framing members, and/or other substrate discovered during the course of the re-roofing projects would be done at an additional cost.
9. We have found that buildings occasionally have mechanical lines (usually electrical) nested into the ribs of a steel deck or tightly against the underside of other decks. This condition can pose a risk for accidental penetration by roof system fasteners. The cost involved in avoiding any line punctures can be excessive. While we would make reasonable attempts to avoid hitting any lines, the cost resulting from accidental penetration would be the responsibility of others.
10. The above proposal is based on information gathered during our visual observation and/or contributed by the building owner. If there are any additional factors such as condensation, ventilation problems or other situations that may affect the functionality of this roof we should be informed so that we are able to assist you with the selection of a roofing specification that is most suitable for your building.
11. We recommend that, before any work is begun, the intended specifications be submitted to your insurance company for review. Some companies have requirements that may differ from a manufacturer's standard specifications or they may want their insured to comply with a specific building code. Such inconsistencies could affect your coverage. If your insurance carrier has additional requirements, please have them submitted to us as soon as possible.
12. We would take reasonable precautions to keep construction traffic damage to the lawn/pavement to a minimum. Any such repairs that did

become necessary would involve additional charges or be the responsibility of others.

13. The application of self-sealing membrane prevents leaks caused from ice back-ups most of the time. However, we cannot provide any warranty promising 100% performance. Ice formations can sometimes be unusual and there can also be building movement, etc. that can loosen fasteners that are penetrating this membrane that can, in turn, compromise the membrane and allow some water entry.
14. If there are any intake fans or other rooftop devices that may allow fumes from adhesives, bituminous products, membranes, or welding processes, etc. to enter the building, there should be further discussion to help determine if control measures of any kind should be implemented.
15. Any existing rooftop equipment, scheduled to remain, which may require mechanical and/or electrical disconnection, removal, disposal, and/or reconnection, due to this re-roofing operation, would be performed by the owner and/or other trades.
15. The Melanson Company, Inc. shall not be held responsible for any damages relating to bodily injury, property damage and personal injury caused directly or indirectly, in whole or in part, by mold, including fungus, or mildew, regardless of the cost, event, material, product and/or component, that contributed concurrently or in any sequence to that injury or damage. The Melanson Company, Inc. shall not be held responsible for any existing mold or mold due to water intrusion or arising because of any other reason whatsoever.
16. Oil canning is a perceived waviness in the flat areas of metal roofing and metal siding panels. It is an inherent part of light gauge cold formed metal products, particularly those with broad flat areas. Oil canning can be more apparent during certain times day, based upon the angle of the sun, the reflective properties of the surface and the temperature. There are numerous causes of oil canning such as tension in the rolled coil, slitting tension and tension caused by forming the seams. The linear expansion of copper roofing panels for instance, is approximately 1/8 inch in a ten-foot length over a 100-degree temperature range (this is also why expansion cleats are used to hold the metal panels in place). At any rate, oil canning is an aesthetic issue, not a structural problem or defect. It is unrealistic to expect any architectural metal roof to be totally free of some degree of oil canning.
17. The roofing industry is currently experiencing price volatility in insulation, membrane related products and metal. Because firm prices cannot be obtained from suppliers, prices could be subject to change.
18. If a building permit is required for this re-roofing project, it would be the owner's responsibility to obtain it or there would be additional cost to work quotes above.

19. Snow and/or ice removal would be the responsibility of others or be performed on a time and material basis.

**SPECIAL CONDITIONS:**

- A. As stated within the above **PROJECT SCHEDULE**, we would coordinate and expedite the EPDM membrane roofing phase of this project during the fall of 2014, and all shingle and/or metal roofing work would be held off until the spring of 2015 as discussed! Therefore, we did not include a price quote for the application of hand sealant to each shingle to accommodate cold weather conditions!
- B. Please note that if **ALTERNATE No. 1** is accepted for the Sanders Building, we would need to discuss various types of snow retention systems, with their associated costs, in an attempt to protect pedestrians from any possible snow and/or ice avalanches in which could incur!

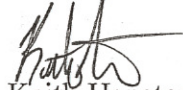
If you have any questions on any of the above, please do not hesitate to contact us.

We carry Workmen's Compensation, Property Damage and Public Liability Insurance.

Thank you for the opportunity to quote this project.

Very truly yours,

The Melanson Company, Inc.



Keith Hanatow  
Project Manager

*Celebrating 82 years in business with roofs up to  
30 years old still in service*

**BID BOND**

KNOW ALL BY THESE PRESENTS, That we, The Melanson Company Inc

of 353 West Street, Keene, NH 03431

(hereinafter called the Principal), as Principal, and The Ohio Casualty Insurance Company

(hereinafter called the Surety), as Surety are held and firmly bound unto Sullivan County Nursing Home 5 Nursing Home Drive  
Unity, NH 03743

(hereinafter called the Obligee) in the penal sum of 5% of Attached Bid

Dollars ( 5% )

for the payment of which the Principal and the Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, That WHEREAS, the Principal has submitted or is about to submit a proposal to the Obligee on a contract for Roof Replacement - Stearns and Sanders Buildings

NOW, THEREFORE, If the said Contract be timely awarded to the Principal and the Principal shall, within such time as may be specified, enter into the Contract in writing, and give bond, if bond is required, with surety acceptable to the Obligee for the faithful performance of the said Contract, then this obligation shall be void; otherwise to remain in full force and effect.

Signed and sealed this 13th day of August, 2014.

Brundi Bernier  
Witness

The Melanson Company Inc (Seal)  
{ C. Todd Adams - VP Principal  
VICE PRESIDENT Title

Dolores J. Sweeney  
Witness

The Ohio Casualty Insurance Company  
{ By Gretchen G. Fowler Attorney-in-Fact



**THIS POWER OF ATTORNEY IS NOT VALID UNLESS IT IS PRINTED ON RED BACKGROUND.**

This Power of Attorney limits the acts of those named herein, and they have no authority to bind the Company except in the manner and to the extent herein stated.

Certificate No. 6487962

American Fire and Casualty Company  
The Ohio Casualty Insurance Company

Liberty Mutual Insurance Company  
West American Insurance Company

**POWER OF ATTORNEY**

KNOWN ALL PERSONS BY THESE PRESENTS: That American Fire & Casualty Company and The Ohio Casualty Insurance Company are corporations duly organized under the laws of the State of New Hampshire, that Liberty Mutual Insurance Company is a corporation duly organized under the laws of the State of Massachusetts, and West American Insurance Company is a corporation duly organized under the laws of the State of Indiana (herein collectively called the "Companies"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint, Gretchen G. Fowler; James F. Campbell, Jr.; Kenneth McGee; Kim Bergeron; Krystyna Mort; Lisa Bergmann

all of the city of Keene, state of NH each individually if there be more than one named, its true and lawful attorney-in-fact to make, execute, seal, acknowledge and deliver, for and on its behalf as surety and as its act and deed, any and all undertakings, bonds, recognizances and other surety obligations, in pursuance of these presents and shall be as binding upon the Companies as if they have been duly signed by the president and attested by the secretary of the Companies in their own proper persons.

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Companies and the corporate seals of the Companies have been affixed thereto this 14th day of March, 2014.



STATE OF PENNSYLVANIA  
COUNTY OF MONTGOMERY

On this 14th day of March, 2014, before me personally appeared David M. Carey, who acknowledged himself to be the Assistant Secretary of American Fire and Casualty Company, Liberty Mutual Insurance Company, The Ohio Casualty Insurance Company, and West American Insurance Company, and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at Plymouth Meeting, Pennsylvania, on the day and year first above written.



COMMONWEALTH OF PENNSYLVANIA  
Notarial Seal  
Teresa Pastella, Notary Public  
Plymouth Twp., Montgomery County  
My Commission Expires March 28, 2017  
Member, Pennsylvania Association of Notaries

American Fire and Casualty Company  
The Ohio Casualty Insurance Company  
Liberty Mutual Insurance Company  
West American Insurance Company

By: David M. Carey  
David M. Carey, Assistant Secretary

By: Teresa Pastella  
Teresa Pastella, Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-laws and Authorizations of American Fire and Casualty Company, The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company which resolutions are now in full force and effect reading as follows:

**ARTICLE IV - OFFICERS** - Section 12. Power of Attorney. Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and execution of any such instruments and to attach thereto the seal of the Corporation. When so executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

**ARTICLE XIII - Execution of Contracts** - SECTION 5. Surety Bonds and Undertakings. Any officer of the Company authorized for that purpose in writing by the chairman or the president, and subject to such limitations as the chairman or the president may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Company by their signature and execution of any such instruments and to attach thereto the seal of the Company. When so executed such instruments shall be as binding as if signed by the president and attested by the secretary.

**Certificate of Designation** - The President of the Company, acting pursuant to the Bylaws of the Company, authorizes David M. Carey, Assistant Secretary to appoint such attorneys-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

**Authorization** - By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature of any assistant secretary of the Company, wherever appearing upon a certified copy of any power of attorney issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, Gregory W. Davenport, the undersigned, Assistant Secretary, of American Fire and Casualty Company, The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company do hereby certify that the original power of attorney of which the foregoing is a full, true and correct copy of the Power of Attorney executed by said Companies, is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Companies this 13th day of August, 20 14.



By: Gregory W. Davenport  
Gregory W. Davenport, Assistant Secretary



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
07/10/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER  
MCGRUFF, SEIBELS & WILLIAMS, INC.  
P.O. Box 10265  
Birmingham, AL 35202

CONTACT  
NAME:PHONE  
(A/C, No, Ext): 800-476-2211FAX  
(A/C, No):E-MAIL  
ADDRESS:

## INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A :Continental Casualty, A CNA Company

INSURER B :National Fire Ins. Co. of Hartford

INSURER C :American Casualty Company of Reading, PA

INSURER D :

INSURER E :

INSURER F :

INSURED  
The Melanson Company, Inc.  
353 West Street  
Keene, NH 03431

## COVERAGES

CERTIFICATE NUMBER:PG4TEW74

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	GENERAL LIABILITY			5092130901	05/01/2014	05/01/2015	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 10,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ 2,000,000
							\$
	GEN'L AGGREGATE LIMIT APPLIES PER:						
	<input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC						
B	AUTOMOBILE LIABILITY			5092130641	05/01/2014	05/01/2015	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident) \$
	<input checked="" type="checkbox"/> HIRED AUTOS						PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS						\$
	<input checked="" type="checkbox"/> NON-OWNED AUTOS						
A	<input checked="" type="checkbox"/> UMBRELLA LIAB			4018063203	05/01/2014	05/01/2015	EACH OCCURRENCE \$ 10,000,000
	<input type="checkbox"/> EXCESS LIAB						AGGREGATE \$ 10,000,000
	<input type="checkbox"/> OCCUR						\$
	<input type="checkbox"/> CLAIMS-MADE						
	DED						
	RETENTION \$10,000						
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			5092131854	05/01/2014	05/01/2015	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000
							\$
							\$
							\$
							\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

## CERTIFICATE HOLDER

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Evidence of Insurance

the **MELANSON** company, inc.

ROOFING DIVISION *with offices in Keene, NH, Bow, NH and Williston, VT*  
353 West Street - PO Box 523, Keene, NH 03431 \* (603) 352-4232 \* Fax (603) 352-5375  
[www.melanson.com](http://www.melanson.com)

SINCE 1932



### Client References

Pembroke School District SAU #53

**Mr. Jonathan Burnham**

Facilities Director

209 Academy Road

Pembroke NH 03175

PH: (603)485-7353

Email: [jburnham@sau53.org](mailto:jburnham@sau53.org)

Merrimack Valley School District SAU #46

**Mr. Fred Reagan**

Facilities Director

105 Community Drive

Penacook, NH 03303

PH: (603)753-6561

Email: [freagan@mv.k12.nh.us](mailto:freagan@mv.k12.nh.us)

Inter-lakes School District SAU#2

**Mr. Chris Wald**

Facilities Director

21 Laker Lane

Meredith, NH

PH: 603-279-5307

Email: [CWald@Interlakes.org](mailto:CWald@Interlakes.org)

Hanover School District SAU#22

**Mr. Jonathan Brush**

Facilities Director

Lebanon Street

Hanover, NH 03755

PH: 603 643-3810 Email: [jonathan.brush@dresden.us](mailto:jonathan.brush@dresden.us)

Windsor School District

**Mr. James Taft**

Facilities Director

Windsor, VT 05089

PH: 802 674-6344

Email: [jtaft@wsesu.net](mailto:jtaft@wsesu.net)

Keene School District SAU#29

**Mr. Thomas Remillard**

Facilities Director

193 Maple Avenue

Keene, NH 03431

PH: 603 357-9002

Email: [tremillard@sau29.org](mailto:tremillard@sau29.org)

Bellevance Beverage Co. Inc.

**Mr. Joseph Bellevance III**

President

120 Northwest Boulevard

P.O. Box 6007

Nashua, NH 03063

PH: 603 882-9722

Email: [joe.bellavanceiii@bellavancebev.com](mailto:joe.bellavanceiii@bellavancebev.com)

Diocese of Manchester

Roman Catholic Bishop Corporation

**Mr. Paul Harrington**

151 Ash Street

Manchester, NH 03101

PH: 603 669-3100

**Mr. Dave Gregg**

Property Owner

100 Main Street

Suite 5

Nashua, NH 03060

PH: 603 880-5023

Email: [dt100@hotmail.com](mailto:dt100@hotmail.com)

Dartmouth Hitchcock Medical Center

**Mr. Eugene Plummer**

Facilities Director

One Medical Center Drive

Lebanon, NH 03766

PH: 603 650-7150

Email: [Eugene.H.Plummer@hitchcock.org](mailto:Eugene.H.Plummer@hitchcock.org)

Dartmouth College  
**Mr. Bruce Giesing**  
Facilities Operations and Management  
6111 McKenzie Hall  
Hanover, NH 03755  
PH: 603 646-2485  
Email: [Bruce.L.Giesing@dartmouth.edu](mailto:Bruce.L.Giesing@dartmouth.edu)

Engelberth Construction  
**Mr. Dick Terk**  
Vice President  
483 Mountain View Drive  
Colchester, VT 05446  
PH: 802 655-0100  
Email: [dickt@engelberth.com](mailto:dickt@engelberth.com)

Trumbull-Nelson Construction  
**Mr. Lawrence Ufford**  
President  
200 Lebanon Street  
P.O. Box 1000  
Hanover, NH 03766  
PH: 603 643-3658  
Email: [lufford@t-n.com](mailto:lufford@t-n.com)

RED SHIELD™



WARRANTY

## RED SHIELD™ ROOFING SYSTEM LIMITED WARRANTY

Warranty No.: \_\_\_\_\_ FBPCO#: \_\_\_\_\_ Square Footage: \_\_\_\_\_ s.f.

Building Owner: \_\_\_\_\_

Building Identification: \_\_\_\_\_

Building Address: \_\_\_\_\_

SAMPLE

Warranty Period Of: 20 Years, Beginning On: \_\_\_\_\_ Roofing Contractor: \_\_\_\_\_

For the warranty period indicated above, Firestone Building Products Company, LLC ("Firestone"), an Indiana limited liability company, warrants to the Building Owner ("Owner") named above that Firestone will, subject to the Terms, Conditions and Limitations set forth below, repair any leak in the Firestone Roofing System ("System").

## TERMS, CONDITIONS AND LIMITATIONS

- Products Covered.** The System shall mean only the Firestone brand roofing membranes, Firestone brand roofing insulations, Firestone brand roofing metal, and other Firestone brand roofing accessories when installed in accordance with Firestone technical specifications by a Firestone-licensed applicator.
- Notice.** In the event any leak should occur in the System, the Owner must give notice in writing or by telephone to Firestone within thirty (30) days of any occurrence of a leak. Written notice may be sent to Firestone at the street address or fax number shown on the reverse side of this Limited Warranty. Evidence of this notice shall be the receipt by Owner of a Firestone Leak Notification Acknowledgement. By so notifying Firestone, the Owner authorizes Firestone or its designee to investigate the cause of the leak.
- Investigation.** If upon investigation, Firestone determines that the leak is not excluded under the Terms, Conditions and Limitations set forth in this Red Shield Roofing System Limited Warranty (the "Limited Warranty"), the Owner's sole and exclusive remedy and Firestone's total liability shall be limited to the repair of the leak. Should the investigation reveal that the leak is excluded under the Terms, Conditions and Limitations, the Owner shall be responsible for payment of the investigation costs. Failure by Owner to pay for these costs shall render this Limited Warranty null and void. Firestone will advise the Owner of the type and/or extent of repairs required to be made at the Owner's expense that will permit this Limited Warranty to remain in effect for the unexpired portion of its term. Failure by the Owner to properly make these repairs in a reasonable manner using a Firestone-licensed applicator and within 60 days shall render this Limited Warranty null and void.
- Disputes.** Any dispute, controversy or claim between the Owner and Firestone concerning this Limited Warranty shall be settled by mediation. In the event that the Owner and Firestone do not resolve the dispute, controversy or claim in mediation, the Owner and Firestone agree that neither party will commence or prosecute any suit, proceeding, or claim other than in the courts of Hamilton County in the state of Indiana or the United States District Court, Southern District of Indiana, Indianapolis Division. Each party irrevocably consents to the jurisdiction and venue of the above-identified courts.
- Payment Required.** Firestone shall have no obligation under this Limited Warranty unless and until Firestone and the licensed applicator have been paid in full for all materials, supplies, services, approved written change orders, warranty costs and other costs which are included in, or incidental to, the System. In the event that repairs not covered by this Limited Warranty are necessary in the future, Firestone reserves the right to suspend this Limited Warranty until such repairs have been completed and the licensed applicator and/or Firestone has been paid in full for such repairs.
- Exclusions.** Firestone shall have no obligation under this Limited Warranty, or any other liability, now or in the future if a leak or damage is caused by: (a) Natural forces, disasters, or acts of God including, but not limited to winds in excess of 55 MPH, fires, hurricanes, tornadoes, hail, wind-blown debris, lightning, earthquakes, volcanic activity, atomic radiation, insects or animals; (b) Any act(s), conduct or omission(s) by any person, or act(s) of war, terrorism or vandalism, which damage the System or which impair the System's ability to resist leaks; (c) Failure by the Owner to use reasonable care in maintaining the System, said maintenance to include, but not limited to those items listed on the reverse side of this Limited Warranty titled "Building Envelope Care and Maintenance Guide"; (d) Deterioration or failure of building components, including, but not limited to, the roof substrate, walls, mortar, HVAC units, etc.; (e) Condensation or infiltration in, through, or around the walls, copings, rooftop, hardware or equipment, building structure or underlying or surrounding materials; (f) Any acid, oil, harmful chemical, chemical or physical reaction and the like which comes in contact with the System, which damages the System, or which impairs the System's ability to resist leaks; (g) Alterations or repairs to the System that are not completed in accordance with our published specifications, not completed by licensed contractor, and/or where current notification procedures were not followed; (h) The architecture, engineering, construction, or design of the roof, roofing system, or building. Firestone does not undertake any analysis of the architecture or engineering required to evaluate what type of roof system is appropriate; (i) A change in building use or purpose; (j) Deterioration to metal roofing materials and accessories caused by marine salt water atmosphere or by regular spray of either salt or fresh water. or (k) Failure to give proper notice as set forth in paragraph 2(a) above.
- Transfer.** This Limited Warranty shall be transferable subject to Owner's payment of the current transfer fee set by Firestone.
- Term.** The term of this Limited Warranty shall be for the period set forth above and such term shall not be extended under any circumstances.
- Roof Access.** During the term of this Limited Warranty, Firestone's designated representative or employees shall have free access to the roof during regular business hours. In the event that roof access is limited due to security or other restrictions, Owner shall reimburse Firestone for all reasonable cost incurred during inspection and/or repair of the System that are due to delays associated with said restrictions. Owner shall be responsible for the damage caused by, removal and replacement of any overburdens, superstrata or overlays, either permanent or temporary, excluding accepted stone ballast or pavers, as necessary to expose the system for inspection and/or repair.
- Waiver.** Firestone's failure to enforce any of the terms or conditions stated herein shall not be construed as a waiver of such provision or of any other terms and conditions of this Limited Warranty.
- Governing Law.** This Limited Warranty shall be governed by and construed in accordance with the laws of the State of Indiana without regard to that State's rules on conflict of laws.
- Severability.** If any portion of this Limited Warranty is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions shall nevertheless continue in full force.

FIRESTONE DOES NOT WARRANT PRODUCTS INCORPORATED OR UTILIZED IN THIS INSTALLATION THAT WERE NOT FURNISHED BY FIRESTONE. FIRESTONE SPECIFICALLY DISCLAIMS LIABILITY UNDER ANY THEORY OF LAW ARISING OUT OF THE INSTALLATION OF, PERFORMANCE OF, OR DAMAGES SUSTAINED BY OR CAUSED BY, PRODUCTS NOT FURNISHED BY FIRESTONE.

THIS LIMITED WARRANTY SUPERSEDES AND IS IN LIEU OF ALL OTHER WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, AND FIRESTONE HEREBY DISCLAIMS ALL SUCH WARRANTIES. THIS LIMITED WARRANTY SHALL BE THE OWNER'S SOLE AND EXCLUSIVE REMEDY AGAINST FIRESTONE, AND FIRESTONE SHALL NOT BE LIABLE FOR ANY CONSEQUENTIAL, SPECIAL, INCIDENTAL OR OTHER DAMAGES INCLUDING, BUT NOT LIMITED TO, LOSS OF PROFITS OR DAMAGES TO THE BUILDING OR ITS CONTENTS OR THE ROOF DECK. THIS LIMITED WARRANTY CANNOT BE AMENDED, ALTERED OR MODIFIED IN ANY WAY EXCEPT IN WRITING SIGNED BY AN AUTHORIZED OFFICER OF FIRESTONE. NO OTHER PERSON HAS ANY AUTHORITY TO BIND FIRESTONE WITH ANY REPRESENTATION OR WARRANTY WHETHER ORAL OR WRITTEN.

FIRESTONE BUILDING PRODUCTS COMPANY, LLC

By: \_\_\_\_\_

Authorized \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

SAMPLE

Firestone

## BUILDING ENVELOPE CARE AND MAINTENANCE GUIDE

(For Red Shield Warranted Roofing Systems)

**Congratulations** on your purchase of a Firestone Roofing System! Your roof is a valuable asset that should be properly maintained. **All roofs and roofing systems require periodic inspection and maintenance to perform as designed and to keep your Limited Warranty in full force and effect.**

1. The roof should be inspected at least twice yearly and after any severe storms. A record of all inspection and maintenance activities should be maintained, including a listing of the date and time of each activity as well as the identification of the parties performing the activity.
2. Proper maintenance and good roofing practice require that ponded water (defined as water standing on the roof forty-eight hours after it stops raining) not be allowed on the roof. Roofs should have slope to drain, and all drain areas must remain clean. Bag and remove all debris from the roof since such debris can be quickly swept into drains by rain. This will allow for proper water run-off and avoid overloading the roof.
3. The Firestone Roofing System should not be exposed to acids, solvents, greases, oil, fats, chemicals and the like. If the Firestone Roofing System is in contact with any such materials, these contaminants should be removed immediately and any damaged areas should be inspected by a Firestone Licensed Applicator and repaired if necessary.
4. The Firestone Roofing System is designed to be a waterproofing membrane and not a traffic surface. Roof traffic other than periodic traffic to maintain rooftop equipment and conduct periodic inspections should be prohibited. In any areas where periodic roof traffic may be required to service rooftop equipment or to facilitate inspection of the roof, protective walkways should be installed by a Firestone Licensed Applicator as needed to protect the roof surface from damage.
5. Some Firestone roofing membranes require maintenance of the surface of the membrane:
  - a. **Smooth-surfaced Firestone APP membranes** should be coated with an approved liquid coating, such as Firestone Aluminum Roof Coating or Firestone AcryliTop™ Coating applied in accordance with Firestone specifications, in order to maximize the service life of the membrane. If this coating is not applied as part of the initial roofing installation, it should be applied within the first five years after the roof is installed to help protect the membrane from surface crazing and cracking. In addition, this coating should be maintained as needed to re-coat any areas that have blistered, peeled or worn through.
  - b. **Granule-surfaced Firestone APP and SBS membranes** do not normally require surface maintenance other than periodic inspection for contaminants, cuts or punctures. If areas of granular loss are discovered during inspection, these areas should be coated with Firestone AcryliTop or other Firestone-approved coating applied in accordance with Firestone specifications.
  - c. **Gravel-surfaced Firestone BUR membranes** do not normally require surface maintenance other than periodic inspection for contaminants or damage. If areas of gravel loss are discovered during inspection, gravel must be reinstalled into hot asphalt to protect the surface of the membrane. Coatings on smooth surface BUR membranes must be maintained as needed to re-coat any areas that have blistered, peeled or worn through.
  - d. **Firestone EPDM and TPO roofing membranes** do not normally require surface maintenance other than periodic inspection for contaminants, cuts or punctures. Occasionally, approved liquid roof coatings, such as Firestone AcryliTop Coating, are applied to the surface of EPDM membranes in order to provide a lighter surface color. Such coatings do not need to be maintained to assure the performance of the underlying EPDM roof membrane, but some maintenance and re-coating may be necessary in order to maintain a uniform surface appearance.
  - e. **Firestone Una-Clad™ metal roofing panels and trim** do not normally require surface maintenance other than periodic inspection for contaminants or damage. In addition, periodic cleaning of the surface may be required to remove dirt and maintain the aesthetic appearance of the coated metal. Simple washing with plain water using hoses or pressure spray equipment is usually adequate. If cleaning with agents other than water is contemplated, several precautions should be observed: (1) do not use wire brushes, abrasives, or similar cleaning tools which will mechanically abrade the coating surface, and (2) cleaning agents should be tested in an inconspicuous area before use on a large scale.
6. All metal work, including counter-flashings, drains, skylights, equipment curbs and supports, and other Firestone brand rooftop accessories must be properly maintained at all times. Particular attention should be paid to sealants at joints in metal work and flashings. If cracking or shrinkage is observed, the joint sealant should be removed and replaced with new sealant.
7. Any alterations to the roof, including but not limited to roof curbs, pipe penetrations, roof-mounted accessories, and tie-ins to building additions must be performed by a licensed Firestone Licensed Applicator and reported to Firestone. Additional information and reporting forms for roof alterations are available at [www.firestonebpco.com](http://www.firestonebpco.com).
8. Should you experience a leak:
  - a) Check for the obvious: clogged roof drains, loose counterflashings, broken skylights, open grills or vents, broken water pipes.
  - b) Note conditions resulting in leakage. Heavy or light rain, wind direction, temperature and time of day that the leak occurs are all-important clues to tracing roof leaks. Note whether the leak stops shortly after each rain or continues to drip until the roof is dry. If you are prepared with the facts, the diagnosis and repair of the leak can proceed more rapidly.
  - c) Contact Firestone Warranty Claims at 1-800-830-5612 as soon as possible...but please don't call until you are reasonably sure that the Firestone Roofing System is the cause of the leak.

Firestone feels that the preceding requirements will assist you, the building owner, in maintaining a watertight roof for many years. Your roof is an investment, and maintenance is essential to maximize your return on this important investment.

**Firestone**  
**BUILDING PRODUCTS**  
**NOBODY COVERS YOU BETTER™**

250 West 96th St., Indianapolis, IN 46260  
1-800-428-4442 • 1-317-575-7000 • Fax 1-317-575-7100 • [www.firestonebpco.com](http://www.firestonebpco.com)

**International Offices:**

Canada: 2835 Argentia Road, Unit #2 • Mississauga, ON L5N 8G6 • 800-428-4442 • [www.firestonebpco.ca](http://www.firestonebpco.ca)  
Europe: Hermesstraat 2C - 1930 • Zaventem, Brussels, Belgium • +32 2 7114450 • [www.firestonebpco.com](http://www.firestonebpco.com)  
Latin America: 8300 NW 53rd Street, Suite #106 • Miami, FL 33166 • 305-471-0117 • [www.firestonebpco.com](http://www.firestonebpco.com)

**The Melanson Company, Inc.**  
**353 West Street**  
**Keene, New Hampshire 03431**  
**COMMERCIAL ROOFING WARRANTY**

**Owner:**

*SAMPLE WARRANTY*

**Type and Location of building:**

**Roofing Specifications:**

**Date of Completion:**

**Date Warranty expires:**

THE MELANSON CO., INC. hereby warrants, subject to the terms and conditions set forth herein, that during a period of **2** years from the date of completion, THE MELANSON CO., INC. will, at its cost and expense, make or cause to be made repairs to leaks in the roof system and flashings installed by THE MELANSON CO., INC. resulting from defects in workmanship applied by or through THE MELANSON CO., INC. THE MELANSON CO., INC. shall, within the warranty period and during normal working hours, inspect and furnish the labor and materials to repair leaks covered under this Warranty at no cost to the **Owner**.

**This Warranty is made under and subject to the following terms and conditions:**

1. In order for this Warranty to be effective, the Owner must first notify THE MELANSON CO., INC. of any repairs required under this Warranty. Notice may be given orally, but in order to pursue any claim that THE MELANSON CO., INC. has not honored this Warranty, notification of a leak must be given to THE MELANSON CO., INC. in writing at the address shown above within fifteen (15) days of the discovery of any leak. THE MELANSON CO., INC. shall make repairs as soon as practicable upon notification of reported defects.
2. This Warranty does not extend to conditions caused by, and THE MELANSON CO., INC. shall not be responsible for, leaks caused by (1) acts or omissions of other trades or contractors; (2) lightning, hail, windstorm, hurricane, tornado or other acts of God; (3) structural elements of the building, including cracking, building movement, settlement, deflection, deterioration or decomposition of walls, foundation or the roof deck; (4) parapet walls, copings, chimneys, skylights, vents, equipment supports, other parts of the building, edge conditions and penetrations through the roof work, unless such work was performed by THE MELANSON CO., INC.; (5) service to or maintenance of any roof top equipment or traffic on the roof; (6) failure to use reasonable care in maintaining the roof, abuse, misuse, accident or negligence; (7) discharge of vegetable, mineral, animal oils, greases, solvents or chemicals, such as industrial wastes, upon the roof surface; (8) any damage by birds or animals.
3. No work shall be done on said roof, including, but without limitation, openings made for flues, vents, drains, sign braces, railings, or other equipment fastened to or set on the roof and no repairs or alterations shall be made to the roof, unless THE MELANSON CO., INC. shall first be notified and be given the opportunity, at the expense of the Owner, to make the necessary roofing applications thereto. Failure to observe this condition shall render this Warranty null and void with respect to any area of the roof affected thereby. THE MELANSON CO., INC. shall be paid for time and material expended in inspecting and making repairs occasioned by the work of others.
4. This Warranty shall become null and void if the roof is used as a promenade or work deck or is sprayed or flooded. Areas that pond water shall not be covered by this Warranty.
5. Nothing in this Warranty shall render THE MELANSON CO., INC. liable in any respect for any damage to the Owner's building, or any components or contents thereof; interruption of any business conducted in the building, or loss of profits or rent. It is the responsibility of the Owner to inspect the ceilings and overhangs periodically for signs of leakage and to report promptly any such leakage. This Warranty shall become null and void unless THE MELANSON CO., INC. is notified promptly of any alleged defect in workmanship and provided an opportunity to inspect the roof and correct the defect. THE MELANSON CO., INC.'s obligation under this Warranty shall be limited to providing the labor and materials to repair leaks resulting from a deficiency in workmanship. Cost of repairs shall not exceed the original installation cost of the roofing system.  
THE MELANSON CO., INC. SHALL NOT BE LIABLE FOR ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES.
6. This Warranty is intended solely for the benefit of the Owner named above and is not transferable or assignable by the Owner without express written consent of THE MELANSON CO., INC.
7. This Warranty shall not become effective until all bills for installation, supplies, repairs or service in connection with the roofing system covered by this Warranty have been paid in full.
8. THE MELANSON CO., INC.'s obligation to make repairs to leaks during the term of this Warranty is its sole and exclusive obligation to Owner and Owner's exclusive remedy against THE MELANSON CO., INC. THE MELANSON CO., INC. shall have no obligation with respect to the roof upon expiration of the warranty period set forth above.

THIS WARRANTY IS GIVEN AND ACCEPTED IN LIEU OF ALL OTHER LIABILITY OR WARRANTIES ON THE PART OF THE MELANSON CO., INC., EXPRESSED OR IMPLIED, IN FACT OR IN LAW. ALL IMPLIED WARRANTIES AND SPECIFICALLY THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE ARE EXPRESSLY EXCLUDED AND DISCLAIMED.

**IN WITNESS WHEREOF, THE MELANSON CO., INC. has caused this document to be executed by it's authorized representative this**

**The Melanson Co., Inc.**

**BY: Brandi LaVigne**

**TITLE: Warranty Coordinator**

## VIKING ROOFING, INC.



19B CLINTON DRIVE  
HOLLIS, NH 03049

## Estimate

Date

8/11/2014

Stearns and Sanders Buildings  
5 Nursing Home Drive.  
Unity, NH 03743  
Attn: John Cressy

Estimate #		PROJECT
3409		Stearns and Sanders
DESCRIPTION		AMOUNT
<p>Work to be performed for new Tamko Heritage architectural asphalt roofing system:</p> <p>Supply and install all required staging and safety systems to accommodate existing roof elevations and pitches.</p> <p>Supply and utilize debris and material handling equipment to assist in roof renovation.</p> <p>Supply and install temporary ground and building protection as needed to preserve and protect areas in the near vicinity.</p> <p>Remove and dispose of existing asphalt shingles, un-adhered underlayments, fasteners, edge metals, and pipe stack flashings as needed.</p> <p>Remove and salvage existing exhaust vents to be reinstalled.</p> <p>Remove and dispose of existing siding at dormer locations to allow for new sidewall and head wall flashings and prepare for new clap board siding.</p> <p>Sweep clean, inspect existing plywood, and prepare existing roof deck for new roofing.</p> <p>*ADD*Remove and replace existing roof deck with like and kind materials if found to be insufficient for new roofing: ADD = \$3.80 Sf.</p> <p>Re-nail existing roof deck as needed to allow for a smooth clean substrate.</p> <p>Supply and install new high temperature self adhered ice and water shield where metal flashings will contact metal surfaces as per best known installation practices. Supply and install regular self adhered ice and water shield a minimum of 3' past load bearing wall into heated interior space of building or as per manufactures specifications.</p> <p>Supply and install new synthetic felt underlayments to be mechanically attached over remaining exposed roof deck surfaces.</p> <p>Supply and install new .032 mil. aluminum perimeter drip edge metal with continuous nail flange anchoring for concealed fastening at eave and rake locations.</p>		\$175,200.00
Please feel free to call the office with any questions or concerns. (603) 883-6642.		<b>Total</b>

Phone #603-883-6642    Fax #603-883-6645    Cindi@vikingroofingnh.com    www.vikingroofingnh.com

# VIKING ROOFING, INC.



19B CLINTON DRIVE  
HOLLIS, NH 03049

## Estimate

Date

8/11/2014

Stearns and Sanders Buildings  
5 Nursing Home Drive.  
Unity, NH 03743  
Attn: John Cressy

Estimate #	PROJECT
3409	Stearns and Sanders

DESCRIPTION	AMOUNT
<p>Supply and install new starter strip shingles to be pneumatically attached at eave and rake locations using regulated air pressures and the recommended nail fasteners of sufficient length to insure proper fastener depth.</p> <p>Design, supply, fabricate and install new 16 oz. red copper valley flashing pans to match existing roof slope intersection mechanically attached to roof deck using the recommended copper or stainless steel fasteners.</p> <p>Supply and install new single ply EPDM membrane to be fully adhered with new cover board system at rear brick head wall valley pan system leading to metal roof edge to be terminated up brick wall location and tie into metal roofing system as per manufactures recommendations.</p> <p>Supply and install new Tamko Heritage architectural asphalt shingles to be pneumatically attached to roof deck using regulated air pressures and the recommended nail fasteners of sufficient length to insure proper fastener depth.</p> <p>Supply and install new Oatey pipe boot roof flange flashings as needed at existing sanitation stacks to be incorporate into new asphalt shingle coursing as per manufactures specifications.</p> <p>Reflash existing turbine vent stacks to remain back into roof system incorporating new asphalt shingle roofing.</p> <p>Supply and install new .032 mil pre finished aluminum side wall step flashings if needed to accommodate new asphalt shingle course and counter flash wall location.</p> <p>Supply and install new .032 mil. pre finished aluminum head flashings at head wall on dormer sections to incorporate new asphalt shingle coursing and counter flash dormer location as per manufactures specifications.</p> <p>Supply and install Tamko color matched cap shingles over hip and ridge peak locations to be mechanically attached to substrates using the required nail fasteners of sufficient length.</p> <p>Final clean up and demobilization.</p> <p>Dumpster and waste charges</p> <p>Manufactures standard asphalt single limited warranty</p>	\$8,400.00
Please feel free to call the office with any questions or concerns. (603) 883-6642.	<b>Total</b>

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# VIKING ROOFING, INC.



19B CLINTON DRIVE  
HOLLIS, NH 03049

## Estimate

Date

8/11/2014

Stearns and Sanders Buildings  
5 Nursing Home Drive.  
Unity, NH 03743  
Attn: John Cressy

Estimate #	PROJECT
3409	Stearns and Sanders

DESCRIPTION	AMOUNT
Material delivery and hoisting charges.	
2 yr. workmanship guarantee.	
Permits and fees provided by Sullivan County if necessary for renovation.	
Bond Cost 3%	
*****	
Estimate excludes:	
Gutter systems.	
Priming and painting of wood trim outside of siding to be installed.	
Electrical booting if necessary.	
Winter conditions.	
Hazardous materials remediation.	
Unforeseen conditions.	
*****	
Alternate#1: Supply and install new kynar finished 1-1/2" double lock standing seam roofing system with minimum 20 yr. color finish warranty in lieu of asphalt shingle roofing system.	\$374,500.00
Bond Cost 3%	
*****	
Alternate #2: Supply and install (1) new layer of 1/2" CDX fir plywood sheathing to overlay roof deck mechanically attached into existing roof deck using the recommended fasteners.	\$55,000.00
Bond Cost 3%	
*****	
	\$1,650.00
Please feel free to call the office with any questions or concerns. (603) 883-6642.	
<b>Total</b>	

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# VIKING ROOFING, INC.



19B CLINTON DRIVE  
HOLLIS, NH 03049

## Estimate

Date

8/11/2014

Stearns and Sanders Buildings  
5 Nursing Home Drive.  
Unity, NH 03743  
Attn: John Cressy

Estimate #		PROJECT
3409		Stearns and Sanders
DESCRIPTION		AMOUNT
Alternate #3: Supply, fabricate, and install approx. 520 Lf. of new 16 oz. red copper drip edge metal with new 20 oz. red copper 1" mechanical lock standing seam snow and ice belt roof panel approx. 4' in length mechanically anchored into roof deck with concealed anchoring clips and screw fasteners to be at all perimeter eaves of main roofing system. Excludes dormers and lower rear shed roof location. Bond Cost 3% *****		\$72,688.00
Alternate #4: Supply, fabricate, and install approx. 520 Lf. of new .040 mil. pre finished aluminum 1" mechanical lock standing seam snow and ice belt roof panel approx. 4' in length mechanically anchored into roof deck with concealed anchoring clips and screw fasteners to be at all perimeter eaves of main roofing system. Excludes dormers and lower rear shed roof. Bond Cost 3% *****		\$2,178.00
Alternate #5: Supply and install (3) new 16 oz. red copper flat seam roofing systems to be fully soldered replacing (3) existing front entrance roofing systems using trade specific techniques. Bond Cost 3% *****		\$51,590.00
		\$1,547.70
		\$27,885.00
		\$836.55
Please feel free to call the office with any questions or concerns. (603) 883-6642.		
<b>Total</b>		<b>\$189,108.00</b>

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# VIKING ROOFING, INC.



19B CLINTON DRIVE  
HOLLIS, NH 03049

## Estimate

Date

8/11/2014

Stearns and Sanders Buildings  
5 Nursing Home Drive.  
Unity, NH 03743  
Attn: John Cressy

		Estimate #	PROJECT
		3412	Main Flat Roof
DESCRIPTION		AMOUNT	
Work to be performed for new .060 mil EPDM roofing system:		\$168,306.00	
Supply and utilize all required staging and safety systems needed for specific roof elevation and pitch.			
Supply and install temporary ground and building protection as needed.			
Remove and dispose of existing perimeter edge metal systems down to original perimeter nailers.			
Remove and dispose of existing EPDM membrane, insulation and fasteners down to original roof deck system. Please note: No structural tests have been performed to verify if new mechanically attached insulation is safe once existing insulation and fasteners are removed from existing tectum roof deck.			
Sweep clean roof surfaces and visually inspect roof deck to be smooth and clean before proceeding.			
Refasten existing perimeter edge nailers as per manufactures recommendations.			
Supply and install new perimeter edge wood blocking layers mechanically attached to perimeter edges to accommodate new insulation thicknesses.			
Supply and install (2) new layers of 2" polyisocyanurate roof insulation to be attached to roof deck using manufactures recommendations.			
Supply and install approx. 14,500 Sf. of new black .060 mil. single ply EPDM membrane to be fully adhered onto new insulation using manufactures specifications.			
Supply and install new base tie ins, fully adhered curb membranes, flashings, counter flashings, terminations and lap sealants as needed to accommodate all existing roof top equipment and abutting elevator shaft walls.			
Supply and install new Zurn cast iron 4" bowl roof drain systems with new roof top deck mount flange and 2' of interior piping to be connected by licensed plumber if needed provided by facility at no cost to Viking.			
Supply and install new 30"x30" EPDM walkway pads to be placed at serviceable roof top equipment and roof hatch location. Not to exceed 40 units.			
Please feel free to call and discuss or negotiate any aspect of this estimate. (603) 883-6642			
		Total	

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# VIKING ROOFING, INC.



19B CLINTON DRIVE  
HOLLIS, NH 03049

## Estimate

Date

8/11/2014

Stearns and Sanders Buildings  
5 Nursing Home Drive.  
Unity, NH 03743  
Attn: John Cressy

		Estimate #	PROJECT
		3412	Main Flat Roof
DESCRIPTION			AMOUNT
Supply, fabricate, and install new 16 oz. red copper perimeter edge metal systems with continuous concealed 20 oz. copper cleat and nail flange anchoring to be fully flashed into perimeter edges of roofing system as per manufactures specifications.			\$5,049.18
Supply and install all required lap sealants and fasteners.			
Final clean up and demobilization.			
20 yr. manufactures Red Shield warranty			
2 yr. workmanship guarantee.			
Dumpster and waste charge.			
Material delivery and hoisting charges.			
Bond Cost 3%			
*****			
Excluded from estimate:			
Tectum roof deck replacement.			
Obsolete equipment removal.			
Elevating of existing mechanical equipment if needed to accommodate new insulation thicknesses.			
Existing perimeter nailer removal and replacement.			
Hazardous materials abatement.			
Interior plumbing due to new drain installation.			
Please feel free to call and discuss or negotiate any aspect of this estimate. (603) 883-6642		Total	

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# VIKING ROOFING, INC.



19B CLINTON DRIVE  
HOLLIS, NH 03049

## Estimate

Date

8/11/2014

Stearns and Sanders Buildings  
5 Nursing Home Drive.  
Unity, NH 03743  
Attn: John Cressy

Estimate #	PROJECT
3412	Main Flat Roof

DESCRIPTION	AMOUNT
Snow removal. Winter conditions. Unforeseen conditions. *****	
Please feel free to call and discuss or negotiate any aspect of this estimate. (603) 883-6642	<b>Total</b> \$173,355.18

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# VIKING ROOFING, INC.



19B CLINTON DRIVE  
HOLLIS, NH 03049

## Estimate

Date

8/11/2014

Stearns and Sanders Buildings  
5 Nursing Home Drive.  
Unity, NH 03743  
Attn: John Cressy

Estimate #		PROJECT
3413		Sunroom Roof
DESCRIPTION		AMOUNT
Work to be performed for new .060 mil EPDM roofing system:		\$21,600.00
Supply and utilize all required staging and safety systems needed for specific roof elevation and pitch.		
Supply and install temporary ground and building protection as needed.		
Remove and dispose of existing perimeter edge metal systems down to original perimeter nailers.		
Remove and dispose of existing obsolete roof top equipment and patch roof deck with new 16 Ga. steel plate if needed.		
Remove and dispose of existing EPDM membrane, insulation and fasteners down to original roof deck system.		
Sweep clean roof surfaces and visually inspect roof deck to be smooth and clean before proceeding.		
Refasten existing perimeter edge nailers as per manufactures recommendations.		
Supply and install new perimeter edge wood blocking layers mechanically attached to perimeter edges to accommodate new insulation thicknesses.		
Supply and install (2) new layers of 2" polyisocyanurate roof insulation to be attached to roof deck using manufactures recommendations.		
Supply and install new black .060 mil. single ply EPDM membrane to be fully adhered onto new insulation using manufactures specifications.		
Supply and install new base tie ins, fully adhered curb membranes, flashings, counter flashings, terminations and lap sealants as needed to accommodate all existing roof top equipment and vertical abutting walls.		
Supply and install new Zurn cast iron 4" bowl roof drain systems with new roof top deck mount flange and 3" of interior piping to be connected by licensed lumber provided by facility at no cost to Viking.		
Supply and install new 30"x30" EPDM walkway pads to be placed at serviceable roof top equipment and roof hatch location. Not to exceed 10 units.		
Please feel free to call and discuss or negotiate any aspect of this estimate. (603) 883-6642		
<b>Total</b>		

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# VIKING ROOFING, INC.



19B CLINTON DRIVE  
HOLLIS, NH 03049

## Estimate

Date

8/11/2014

Stearns and Sanders Buildings  
5 Nursing Home Drive.  
Unity, NH 03743  
Attn: John Cressy

Estimate #	PROJECT
3413	Sunroom Roof

DESCRIPTION	AMOUNT
Supply, fabricate, and install new 16 oz. red copper perimeter edge metal systems with continuous concealed 20 oz. copper cleat and nail flange anchoring to be fully flashed into perimeter edges of roofing system as per manufactures specifications.  Tie-in new roofing to adjacent roofing system using manufactures recommendations.  Supply and install all required lap sealants and fasteners.  Final clean up and demobilization.  20 yr. manufactures Red Shield warranty  2 yr. workmanship guarantee.  Dumpster and waste charge.  Material delivery and hoisting charges.  Bond Cost 3% *****  Excluded from estimate:  Roof deck replacement.  Obsolete equipment removal.  Elevating of existing mechanical equipment if needed to accommodate new insulation thicknesses.  Existing perimeter nailer removal and replacement.  Hazardous materials abatement.	\$648.00
Please feel free to call and discuss or negotiate any aspect of this estimate. (603) 883-6642	<b>Total</b>

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# VIKING ROOFING, INC.



19B CLINTON DRIVE  
HOLLIS, NH 03049

## Estimate

Date

8/11/2014

Stearns and Sanders Buildings  
5 Nursing Home Drive.  
Unity, NH 03743  
Attn: John Cressy

Estimate #	PROJECT
3413	Sunroom Roof

DESCRIPTION	AMOUNT
Interior plumbing due to new drain installation. Snow removal. Winter conditions. Unforeseen conditions. *****	
Please feel free to call and discuss or negotiate any aspect of this estimate. (603) 883-6642	<b>Total</b> \$22,248.00

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# VIKING ROOFING, INC.



19B CLINTON DRIVE  
HOLLIS, NH 03049

## Estimate

Date

8/11/2014

Stearns and Sanders Buildings  
5 Nursing Home Drive.  
Unity, NH 03743  
Attn: John Cressy

		Estimate #	PROJECT
		3414	Boiler Room Roof
DESCRIPTION		AMOUNT	
Work to be performed for new .060 mil. EPDM roofing system:		\$24,680.00	
Supply and utilize all required staging and safety systems needed for specific roof elevation and pitch.			
Supply and install temporary ground and building protection as needed.			
Remove and dispose of existing perimeter edge metal systems down to original perimeter nailers.			
Remove and dispose of existing obsolete roof top equipment and patch roof deck with new 16 Ga. steel plate if needed.			
Remove and dispose of existing EPDM membrane, insulation and fasteners down to original roof deck system.			
Sweep clean roof surfaces and visually inspect roof deck to be smooth and clean before proceeding.			
Refasten existing perimeter edge nailers as per manufactures recommendations.			
Supply and install new perimeter edge wood blocking layers mechanically attached to perimeter edges to accommodate new insulation thicknesses.			
Supply and install (1) layer of new 6 mil. polyethylene loose laid over roof deck to be taped around all roof penetrations and overlapping seams as per manufactures recommendations.			
Supply and install (2) new layers of 2" polyisocyanurate roof insulation to be attached to roof deck using manufactures recommendations.			
Supply and install new black .060 mil. single ply EPDM membrane to be fully adhered onto new insulation using manufactures specifications.			
Supply and install new base tie ins, fully adhered curb membranes, flashings, counter flashings, terminations and lap sealants as needed to accommodate all existing roof top equipment and vertical abutting walls.			
Supply and install new Zurn cast iron 4" bowl roof drain systems with new roof top deck mount flange and 3" of interior piping to be connected by licensed lumber provided by facility at no cost to Viking.			
Please feel free to call and discuss or negotiate any aspect of this estimate. (603) 883-6642		Total	

# VIKING ROOFING, INC.



19B CLINTON DRIVE  
HOLLIS, NH 03049

## Estimate

Date

8/11/2014

Stearns and Sanders Buildings  
5 Nursing Home Drive.  
Unity, NH 03743  
Attn: John Cressy

Estimate #	PROJECT
3414	Boiler Room Roof

DESCRIPTION	AMOUNT
<p>Supply and install new 30"x30" EPDM walkway pads to be placed at serviceable roof top equipment and roof hatch location. Not to exceed 10 units.</p> <p>Supply, fabricate, and install new 16 oz. red copper perimeter edge metal systems with continuous concealed 20 oz. copper cleat and nail flange anchoring to be fully flashed into perimeter edges of roofing system as per manufactures specifications.</p> <p>Supply and install all required lap sealants and fasteners.</p> <p>Final clean up and demobilization.</p> <p>20 yr. manufactures Red Shield warranty</p> <p>2 yr. workmanship guarantee.</p> <p>Dumpster and waste charge.</p> <p>Material delivery and hoisting charges.</p> <p>Bid Bond Cost 3%</p> <p>*****</p> <p>Excluded from estimate:</p> <p>Roof deck replacement.</p> <p>Obsolete equipment removal.</p> <p>Elevating of existing mechanical equipment if needed to accommodate new insulation thicknesses.</p> <p>Existing perimeter nailer removal and replacement.</p>	\$740.40
Please feel free to call and discuss or negotiate any aspect of this estimate. (603) 883-6642	<b>Total</b>

Phone #603-883-6642    Fax #603-883-6645    Cindi@vikingroofingnh.com    www.vikingroofingnh.com

# VIKING ROOFING, INC.



19B CLINTON DRIVE  
HOLLIS, NH 03049

## Estimate

Date

8/11/2014

Stearns and Sanders Buildings  
5 Nursing Home Drive.  
Unity, NH 03743  
Attn: John Cressy

Estimate #	PROJECT
3414	Boiler Room Roof

DESCRIPTION	AMOUNT
Hazardous materials abatement. Interior plumbing due to new drain installation. Snow removal. Winter conditions. Unforeseen conditions. *****	
Please feel free to call and discuss or negotiate any aspect of this estimate. (603) 883-6642	<b>Total</b> \$25,420.40

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# VIKING ROOFING, INC.



19B CLINTON DRIVE  
HOLLIS, NH 03049

## Estimate

Date

8/11/2014

Stearns and Sanders Buildings  
5 Nursing Home Drive.  
Unity, NH 03743  
Attn: John Cressy

Estimate #		PROJECT
3415		Building Connector
DESCRIPTION		AMOUNT
Work to be performed for new 24 Ga. pre finished 1-1/2" mechanical lock standing seam roofing system:  Supply and utilize all required staging and safety systems for specific roof elevation and pitch.  Supply and install temporary ground and building protection if needed.  Remove and dispose of existing metal roofing and wall flashings down to original roof deck.  Prep and clean surfaces,  Cut and grind new raggel joint to accept new riglet flashings.  Supply and install new high temperature self adhered ice and water shield on exposed roof deck and wall surfaces as per manufactures specifications.  Supply, fabricate, and install new pre finished perimeter drip edge metal with continuos nail flange anchoring for concealed fastening.  Supply and install new pre finished 24 Ga. 1-1/2" mechanical lock standing seam roof panels to be mechanically anchored to roof deck using concealed anchoring clips and screw fasteners.  Supply and install new 2-piece ridge cap and closure system to terminate roof angles and tie into EPDM roofing above.  Design, supply, fabricate, and install new 2-piece pre finished steel wall flashing panels to accept panel rib and counter flashing up sides of cheek wall location.  Design, supply, fabricate, and install new 24 Ga. pre finished riglet counter flashing metal set into freshly cut raggel joint.  Design, supply, fabricate, and install new pre finished steel box style flanged gutter system mechanically anchored to eave with cradle and hidden hanger brackets. Supply, fabricate, and install new 4"x6" pre finished 24 Ga. steel downspout system to be mechanically anchored into existing building finishes approx every 10" using strap brackets and fastners from roof line to ground level.		\$17,580.00
Please feel free to call the office with any questions or concerns. (603) 883-6642.		<b>Total</b>

# VIKING ROOFING, INC.



19B CLINTON DRIVE  
HOLLIS, NH 03049

## Estimate

Date

8/11/2014

Stearns and Sanders Buildings  
5 Nursing Home Drive.  
Unity, NH 03743  
Attn: John Cressy

		Estimate #	PROJECT
		3415	Building Connector
DESCRIPTION		AMOUNT	
Supply and install new residential style 120v heat trace cable to be set in bottom of gutter and in downspout with 3' of wire with plug socket end. Please note: Viking to coordinate with electrician provided by Sullivan County for exact electrical outlet location.		\$527.40	
Supply and install all recommended flashings, and sealants.			
Final clean up and demobilization.			
2 yr. workmanship guarantee on metal roofing.			
Material delivery and hoisting.			
Onsite fabrication.			
Disposal charges.			
Bonding Cost 3%			
*****			
Estimate excludes:			
Unforeseen conditions.			
Winter conditions.			
Roof deck replacement.			
Electrical scope.			
Eave and rake trim replacement.			
Roof deck replacement. If needed it will be replaced at \$3.80 Sf.			
Please feel free to call the office with any questions or concerns. (603) 883-6642.			
Total			

Phone #603-883-6642    Fax #603-883-6645    Cindi@vikingroofingnh.com    www.vikingroofingnh.com



## Estimate

Date \_\_\_\_\_

8/11/2014

Stearns and Sanders Buildings  
5 Nursing Home Drive.  
Unity, NH 03743  
Attn: John Cressy

Estimate #	PROJECT
3415	Building Connector

DESCRIPTION		AMOUNT
*****		
Please feel free to call the office with any questions or concerns. (603) 883-6642.		<b>Total</b> \$18,107.40

Phone #603-883-6642    Fax #603-883-6645    Cindi@vikingroofingnh.com    www.vikingroofingnh.com

# Viking Roofing Company Resume

## Trade References:

Company Name	Contact Name	Address	Phone #
Beacon Sales	Ray Pike	10024 South Willow Road	(603) 645-6898
New Castle	Steve Healy	535 Tarrytown Rd. White Plains, NY	(508) 393-7663
Heritage	Tom Gori	31 Flagstone Drive	(603) 821-9100
ABC Supply	Greg Facticeau	P.O. Box 417622 Boston, MA	(877) 273-7850
Sika Sarnafil	Elaine Katzoff	225 Dan Rd. Canton MA	(800)768 1940

## Bank References:

Bank Name	Account #	Phone #
Citizens Bank	3305095018	(603) 594-7800
Enterprise Bank	732501	(978) 459-9000
DUNS #	095405473	(866) 965-7405

## Bonding References:

Company Name	Agent	Phone #	Bonding Rate	Single Limit	Aggregate Limit
United Casualty	Todd Carrigan		525K	525K	2 mil

## Trade/Professional Alliances:

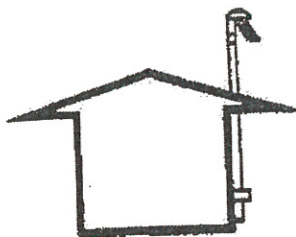
Associations	Web Address	Contact	Phone #
NRCA	www.nrca.net		(847) 299-9070
NERCA	www.nerca.org		(781) 849-0555
ABC	www.abc.org	Mark Holden	(603) 226-4789
BNI	www.bninh.com	Tim Roberts	(603) 893-5853

## Work Experience:

Project	Completion Date	Size	Cost	Contact	Phone #
Shawmut: Groton School	8/2013	230 Squares	500K	John Hickey	617-733-6439

GM2:	2/2014	250 Metal Panel CECO	200K	Manish Gupta	860-794-6207
Cormack Construction: Kreick Residence	2010	High end Residential	230K	John LaBreck	603-367-8272
Pats Peak	7/10	Metal Roofing	88K	Kris Blombeck	603-428-3245
Clocktower	ongoing	565 Square	529K	Jeff Soler	603-880-3961
Allied Cook: Housing Initiatives	9/2011	320 Square	443K	Sara Cook	207-772-2888
ECC:Bldg 174 Portsmouth Naval Shipyard	Current	860 Square	2.5 Mil	Rob Tess	508-989-6871
FutureNet Group: CRREL Hanover	11/2011	600 Square	566K	Brian Fifeski	313-544-7117
Harvey Construction: Ledge St. School	1/2012	130 Square	448K	Chris Nikias	603-624-4600
Harvey Construction: Charlotte Ave. School	8/2012	300 Square	327K	Chris Nikias	603-624-4600
Harvey Construction Concord Hospital	4/2014	80 Square	90K	Andrew Martino	603-624-4600
Jim Allard	11/2012	Fit up	50K	Jim Allard	603-880-6664
Community Council	1/2013	95 Square	180K	Kathy Bowler	603-598-7123
Sasso Construction	1/2013	70 Square	20K	Susan Johnson	978-694-4111
UNH Manchester	Service		Open	Don Hagstrom	603-862-2896
City of Manchester Facilities Division	Service		Open	Eric Krueger	603-624-6555
Roth Brothers	Service		Open	Wendi Wilton	330-793-5571
Nashua School District	Service		Open	Gerry Laliberte	603-589-2787
York County Jail	12/2013	100 Square	35K	Leo Rogers	207-459-2451
ECC: Bldg 92 Portsmouth Naval Shipyard	Current	440 Square	500K	Ray Francisco	508-808-3004
Morin Contracting: Fairpoint Communications	Current	200 Square	250K	Dan Morin	603-624-8265

## Appendix F.



**James Lawrence Electric, Inc.**  
160 Emerald Street Unit 10  
Keene, NH 03431  
603-355-8222 Fax 603-355-8228  
lawrenceelectric@myfairpoint.net

August 12, 2014

John Cressy  
Facilities Director  
Sullivan County, NH  
5 Nursing Home Dr.  
Unity, NH 03743

Re: Light Fixture Replacement

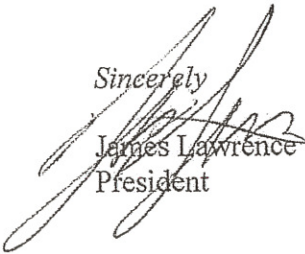
John,

I am pleased to give you a price of \$18,422.00 to change out 63 light fixtures at the Department of Corrections

If you have any questions, please call me at 355-8222.

*Thank you for considering James Lawrence Electric, and I look forward to working with you.*

Sincerely

  
James Lawrence  
President

Please sign one copy and return.

\_\_\_\_\_  
*Customer Signature*

This quote is firm for 30 days, subject to change without notice after 30 days.



**Job Name:**  
SULLIVAN COUNTY NURSING HOME -  
INITIAL

**Catalog Number:**  
VL4-232-EUULT

Notes:

SUPER T8

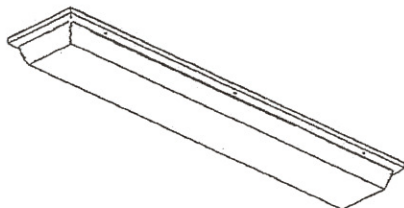
Type:

SLA14-26697

**Columbia**  
LIGHTING

VL

Vandal Resistant Wrap / 2-Lamp T5, T5HO, T8



## PROJECT INFORMATION

Project Name

Type

Catalog No.

Date

## CONSTRUCTION

Heavy 16 gauge cold rolled steel housing with formed end caps welded to housing.

## FINISH

Painted parts are treated with a five stage phosphate bonding process and finished with a high reflectance baked white enamel.

## BALLASTS

Energy efficient, thermally protected, automatic resetting, Class P, high power factor, sound rated A, unless otherwise specified. CEE NEMA Premium compliant.

## SHIELDING

Diffuser is of 0.187" thick clear prismatic polycarbonate material.

## ELECTRICAL

Standard class "P", thermally protected, auto-resetting HPF ballast, sound rated A. CEE NEMA Premium compliant. All ballast leads extend a minimum of 6" through access location. NEC/CEC-compliant ballast disconnect is standard.

## CERTIFICATION

All luminaires are built to UL 1598 standards and bear appropriate UL and cUL or CSA labels. Damp location labeling is standard. Emergency-equipped fixtures labeled UL 924.

## FEATURES

- Ideal for high abuse areas
- Effective, secure illumination mounts to ceilings or walls
- Rugged heavy duty steel construction
- Diffuser is .187" thick clear prismatic polycarbonate for high-impact protection
- Six tamper-resistant screws for maximum security
- Closed cell gasketing inhibits entry of airborne contaminants or insects
- Backpan is only 5/8" deep to hug walls or ceilings and deter vandals
- Optional stand-off mounting box permits surface conduit entry

## ORDERING INFORMATION

EXAMPLE VL4-232-EU

VL	4	2				
MODEL	SIZE	NO. OF LAMPS	LAMP TYPE	BALLAST	VOLTAGE	OPTIONS
VL - Vandal Resistant Wrap	4' 4"	2 Two	28 4'; T5: 28 Watt 32 4'; T8: 32, 30, 28 or 25 Watt 54 4'; T5HO: 54 or 51 Watt	F Electronic T8, Instant Start (cULT) EP Electronic T5 or T8, Programmed Start	U 120V-277V 347 347V	GLR Fast Blow Fuse WL Wet Location (Ceiling only) EL Emergency Battery Pack T8 350-450 Lumens EL5 Emergency Battery Pack T5 390-700 Lumens

For a specific ballast vendor, show as option.  
Note: Certain non-standard ballast cases may not fit the VL. Contact factory for details.

ACCESSORIES  
(ORDER SEPARATELY)

VLSC Surface Conduit Entry Box  
VLTS Tamper Resistant Screwdriver  
Note: Certain non-standard ballast cases may not fit the VL. Contact factory for details.





**Job Name:**  
SULLIVAN COUNTY NURSING HOME -  
INITIAL

Notes:

**Columbia**  
LIGHTING

**VL**  
Vandal Resistant Wrap / 2-Lamp T5, T5HO, T8

## PHOTOMETRIC DATA

Test HP06319 Test Date 3/3/09

## LUMINAIRE DATA

Luminaire	VL4-232-E
	Vandal Resistant Close-Fit Wrap 8" x 48" 2-Lamp with Prismatic Plastic Lens
Ballast Factor	0.88
Lamp	F32T8
Lumens per Lamp	2900
Watts	55
Mounting	Surface
Shielding Angle	0° = 90 90° = 90
Spacing Criterion	0° = 0.98 90° = 1.18
Luminous Opening in Feet	Length: 4.13 Width: 0.67 Height: 0.20

## ZONAL LUMEN SUMMARY

Zone	Lumens	% Lamp	% Fixt.
0-30	765	13.2	23.3
0-40	1209	20.9	36.9
0-60	2062	35.5	62.9
0-90	2986	51.5	91.1
90-120	269	4.6	8.2
90-130	284	4.9	8.7
90-150	292	5.0	8.9
90-180	293	5.1	8.9
0-180	3279	56.5	100.0

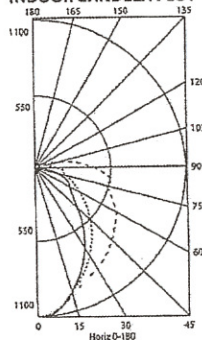
## ENERGY DATA

Total Luminaire Efficiency	56.5%
Luminaire Efficacy Rating (LER)	52
IESNA RP-1-1993 Compliance	Noncompliant
Comparative Yearly Lighting Energy Cost per 1000 Lumens	\$4.62 based on 3000 hrs. and \$0.08 per KWH

## COEFFICIENTS OF UTILIZATION (%)

RCR	RW	80				70				50				0			
		70	50	30	10	70	50	30	10	50	30	10	0	70	50	30	10
1	59	55	52	43	40	57	54	51	48	48	46	40	0	59	55	52	43
2	53	48	43	40	51	46	42	39	43	40	37	32	0	53	48	43	40
3	48	42	37	33	46	40	36	32	38	34	31	27	0	48	42	37	33
4	44	37	32	28	42	36	31	27	34	30	26	23	0	44	37	32	28
5	41	33	28	24	39	32	27	23	30	26	23	20	0	41	33	28	24
6	38	30	25	21	36	29	24	21	27	23	20	17	0	38	30	25	21
7	35	27	22	18	34	26	22	18	25	21	18	16	0	35	27	22	18
8	32	25	20	16	31	24	19	16	23	19	16	14	0	32	25	20	16
9	30	23	18	15	29	22	18	15	21	17	14	13	0	30	23	18	15
10	28	21	16	13	28	20	16	13	20	16	13	11	0	28	21	16	13

## INDOOR CANDELA PLOT



## AVG. LUMINANCE (Candela/Sq. Ft.)

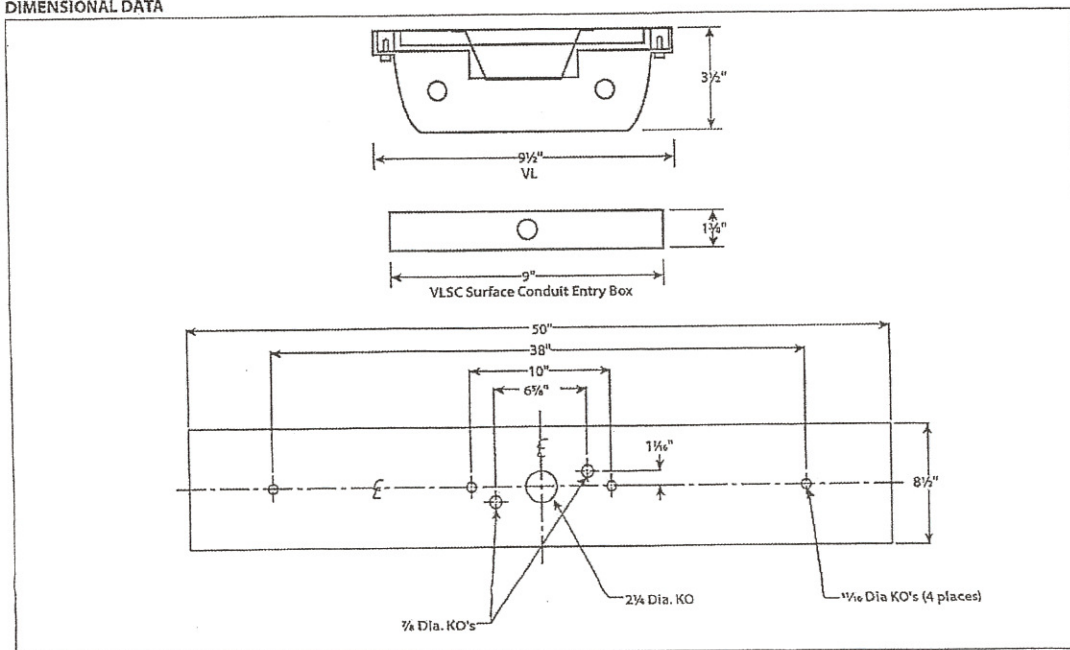
Average Luminance Angle	0.0	22.5	45.0	67.5	90.0
0	4306	4306	4306	4306	4306
30	3041	2966	2998	3175	3326
40	2484	2419	2611	2993	3293
45	2220	2145	2443	2899	3279
50	2043	1898	2290	2800	3285
55	1992	1702	2129	2741	3347
60	2060	1604	1987	2716	3446
65	2210	1579	1894	2680	3507
70	2249	1559	1807	2654	3581
75	2151	1604	1773	2722	3789
80	2056	1720	1902	3273	4750
85	1867	1949	2335	3610	5068

RCR = Room Cavity Ratio

RC = Effective Ceiling Cavity Reflectance RW = Wall Reflectance

00 ——— 45.0 ——— 90.0 ———

## DIMENSIONAL DATA



NOTE: All dimensions are in inches; dimensions and specifications are subject to change without notice. Please consult factory or check sample for verification.  
Page 2/2 Rev. 02/03/11

WRAPS / VL

© 2009 Columbia Lighting, a division of Hubbell Lighting, Inc. Because of continuing product improvement programs, Columbia Lighting reserves the right to change specifications without notice. 701 Millennium Blvd. Greenville, SC 29607 / Tel 864.678.1000 / Tech Support 864.678.1668 / Website www.columbialighting.com

Hubbell  
Lighting, Inc.

# APPENDIX G

4.a

## Sullivan County Department of Corrections Population Data

2014	January	February	March	April	May	JUN	JUL			
<b>Home Confinement</b>	10	14	14	16	8	11	6			
Male	7	10	10	8	6	8	3			
Female	3	4	4	8	2	3	3			
<b>House of Corrections</b>										
Male	40	29	31	33	36	30	35			
Female	13	15	13	12	12	13	16			
<b>Pre-Trial Inmates</b>										
Male	19	23	19	22	9	12	16			
Female	7	4	4	3	1	2	3			
<b>Protective Custody</b>										
Male	0	0	0	0	0	1	0			
Female	0	0	0	1	0	0	0			
<b>Total In-House Population</b>	79	71	67	71	58	58	70			
<b>In-House Breakdown by Unit</b>										
Unit 1	16	22	18	25	19	14	14			
Unit 2	8	8	6	6	5	3	9			
Unit 3	15	13	13	14	8	11	13			
OBS	2	1	1	3	1	2	1			
<b>Jail Total</b>	41	44	38	48	33	30	37			
Male Flex	12	7	9	9	9	8	14			
Male Treatment	7	3	2	2	5	6	6			
Male Work Release	8	6	7	4	3	1	3			
Female Flex	4	7	4	4	3	4	5			
Female Treatment	2	1	1	4	5	5	3			
Female Work Release	5	3	1	0	0	2	2			
<b>CCC Total</b>	38	27	24	23	25	26	33			
<b>Pre-Trial Services</b>	16	21	26	25	24	24	18			
Male	6	10	12	15	14	14	11			
Female	9	11	14	10	10	10	7			
<b>Inmates from Other Facilities</b>										
NHSP (Males)	3	3	2	1	2	1	1			
Rockingham County	2	4	3	3	1	4	3			
Cheshire County	1		1	1	1	1	1			
<b>Other Census Data</b>										
<b>CIP</b>										
Male	3	3	1	0	0	1	2			
Female	1	1	1	1	2	2	1			
<b>Cheshire County</b>										
Male	4	4	4	4	3	3	3			
Female	1	1	2	2	2	1	0			
<b>Grafton County</b>										
Male	1	1	1	1	1	2	2			
Female	1	1	1	1	1	1	1			
<b>Hillsborough County</b>										
Male	1	1	1	1	1	0	1			
Female	0	0	0	0	0	0	0			
<b>Merrimack County</b>										
Male	2	2	2	0	0	0	0			
Female	0	0	0	0	0	0	0			
<b>Rockingham County</b>										
Male	1	2	1	1	1	1	0			
Female	0	0	0	0	0	0	0			
<b>Strafford County</b>										
Male	1	2	0	0	0	0	0			
Female	0	0	0	0	0	0	0			
<b>NHSP/SPU/VTSP</b>										
Male	5	7	8	10	9	10	11			
Female	1	1	1	1	1	0	0			
<b>Phoenix House</b>										
Male	0	0	0	0	0	0	0			
Female	0	0	0	0	0	0	0			
<b>Weekender</b>										
Male	1	1	1	0	0	0	0			
Female	0	0	0	0	0	0	0			
<b>Total Other</b>	23	27	24	22	21	21	21			
<b>TOTAL CENSUS POPULATION</b>	112	112	105	109	87	90	97			
Pretrial Services is a separate total from Total Census Population.										
<b>2013 Census</b>	88	83	87	105	97	97	103			

## Sullivan County Department of Corrections Monthly Report

Name: Supt. R. L. Cunningham  
Date: July 2014

**1. Major Developments: Policy Issues, New Directives, Resolutions to Situations**

Working on an updated security rounds policy for new Tour Pro system. The new rounds software data is uploaded and we will go live 7/28/14.

Ongoing policy review – targeted date of mid-August to complete

**2. Major Incidents: Inmate Discipline Issues/Number of reports files**

July:

**Release:**

Male – 43

Female – 10

**Admissions:**

Male - 40

Female - 11

Protective Custody: Male -11, Female - 1

**Discipline Reports Issued:**

Major – 11

Minor - 16

**3. Staffing: Extended Leave, Shortages, Promotions, New Hires, Current filled FTEs, Morale**

Officer new hires: Kimberly Bowers, Matthew St. James

Clint Taber has resigned as Case Manager on the RSAT grant effective 8/25/14. He has accepted a full-time Clinician position with West Central Behavioral Health. Clint will continue to work with the inmate population through the Family Based grant.

Diana Miles also accepted a full-time Clinician position with West Central Behavioral Health working with the inmate population through the Family Based grant.

Ryan Cameron moved from a Correctional Officer position to a Case Manager position

Cpl. Allen has tendered his 2 week notice and is accepting a full time position with Lebanon Police Dept  
CO Landry has tendered his 2 week notice and is accepting a full time position with Charlestown Police Dept

CO Jamie Farnsworth tendered his resignation which was accepted immediately in lieu of notice effective 7/24

We have posted the open Corporal position. We will have 3 vacancies to fill.

4. Inmate Population Data: Monthly breakdown/Inmate Movements

2014	January	February	March	April	May	JUN	JUL
<b>Home Confinement</b>	<b>10</b>	<b>14</b>	<b>14</b>	<b>16</b>	<b>8</b>	<b>11</b>	<b>9</b>
Male	7	10	10	8	6	8	7
Female	3	4	4	8	2	3	2
<b>House of Corrections</b>							
Male	40	29	31	33	36	30	30
Female	13	15	13	12	12	13	13
<b>Pre-Trial Inmates</b>							
Male	19	23	19	22	9	12	10
Female	7	4	4	3	1	2	2
<b>Protective Custody</b>							
Male	0	0	0	0	0	1	0
Female	0	0	0	1	0	0	0
<b>Total In-House Population</b>	<b>79</b>	<b>71</b>	<b>67</b>	<b>71</b>	<b>58</b>	<b>58</b>	<b>55</b>
<b>In-House Breakdown by Unit</b>							
Unit 1	16	22	18	25	19	14	14
Unit 2	8	8	6	6	5	3	3
Unit 3	15	13	13	14	8	11	10
OBS	2	1	1	3	1	2	1
<b>Jail Total</b>	<b>41</b>	<b>44</b>	<b>38</b>	<b>48</b>	<b>33</b>	<b>30</b>	<b>28</b>
Male Flex	12	7	9	9	9	8	7
Male Treatment	7	3	2	2	5	6	5
Male Work Release	8	6	7	4	3	1	2
Female Flex	4	7	4	4	3	4	4
Female Treatment	2	1	1	4	5	5	4
Female Work Release	5	3	1	0	0	2	4
<b>CCC Total</b>	<b>38</b>	<b>27</b>	<b>24</b>	<b>23</b>	<b>25</b>	<b>26</b>	<b>26</b>
<b>Pre-Trial Services</b>	16	21	26	25	24	24	24
Male	6	10	12	15	14	14	14
Female	9	11	14	10	10	10	10
<b>Inmates from Other Facilities</b>							
NHSP (Males)	3	3	2	1	2	1	1
Rockingham County	2	4	3	3	1	4	4
Cheshire County	1		1	1	1	1	1
<b>Other Census Data</b>							
<b>CIP</b>							
Male	3	3	1	0	0	1	1
Female	1	1	1	1	2	2	1
<b>Cheshire County</b>							
Male	4	4	4	4	3	3	2
Female	1	1	2	2	2	1	1
<b>Grafton County</b>							
Male	1	1	1	1	1	2	2
Female	1	1	1	1	1	1	1
<b>Hillsborough County</b>							
Male	1	1	1	1	1	0	0

Female	0	0	0	0	0	0	0
<b>Merrimack County</b>							
Male	2	2	2	0	0	0	0
Female	0	0	0	0	0	0	0
<b>Rockingham County</b>							
Male	1	2	1	1	1	1	1
Female	0	0	0	0	0	0	0
<b>Strafford County</b>							
Male	1	2	0	0	0	0	0
Female	0	0	0	0	0	0	0
<b>NHSP/SPU/VTSP</b>							
Male	5	7	8	10	9	10	10
Female	1	1	1	1	1	0	0
<b>Phoenix House</b>							
Male	0	0	0	0	0	0	0
Female	0	0	0	0	0	0	0
<b>Weekender</b>							
Male	1	1	1	0	0	0	0
Female	0	0	0	0	0	0	0
<b>Total Other</b>	23	27	24	22	21	21	25
<b>TOTAL CENSUS POPULATION</b>	<b>112</b>	<b>112</b>	<b>105</b>	<b>109</b>	<b>87</b>	<b>90</b>	<b>89</b>

Pretrial Services is a separate total from Total Census Population.

2013 Census	88	83	87	105	97	97	103
-------------	----	----	----	-----	----	----	-----

**5. Inmate Morale: Basic Attitudes, Cooperation w/ facility, Assaults on Staff, Use of Force**

Three investigations ongoing for inmate issues  
Possible IEA of inmate to NH State Hospital

**6. Major Challenges and plans for resolution: Infrastructure or maintenance issues**

No major issues

**7. Public Events: Meetings w/ State, Regional or Local leaders, Presentations/Tours, Volunteer Activities, Media inquiries or coverage, Work Crews**

Supt Cunningham attended NHAC Affiliate meeting on 7/11 in Concord

Supt Cunningham attended Commissioners Meeting on 7/15

Supt Cunningham attended Veterans Justice Task Force on 7/23 in Concord

Ms. Magee met with the medical department for their quarterly meeting for facility needs on 7/11

Ms. Magee conducted orientation with new WCBH psychiatric doctors/interns working with inmates for this next fiscal year.

Ms. Magee and Lt. Brookens met with Newport Rotary and presented on the TRAILS program on 7/23

Ms. Magee received CPR/First Aid/AED training on 7/29

Ms. Magee will be presenting to the Charlestown Rotary regarding the TRAILS and Hi-Set (GED) program on 7/31

**8. Training/Education:**

➤ **Academy Graduates / Training Provided:**

Academy Graduates –	There was no Training Academy scheduled for this Month.  There was no NHAC Training committee Meeting this month.
CERT Training –	The CERT Team for July attended the Funeral Service for Officer P. Hillenga, and conducted facility searches.
Specialized Training –	Use of Force Scenario Training was conducted for all Training Rotations at Primex in Concord. These Trainings were conducted by Cpl. Caron.  Relias Training is ongoing and the curriculum is being evaluated by Capt. Roberts, Lt. Brookens, and Cpl. Caron. Relias has added a number of new courses that are approved by the AJA, and ACA.  PREA / Inmate Manipulation Training was conducted with West Central interns, conducted by Cpl. Caron  The number of Training hours YTD is: Practical: 2895 Relias: 570.25 Total: 3465.25
FTO Program-	A new piece to the FTO program is being added into the Relias system. We have been accepted into the “Checklist” pilot with Relias which will enable us to monitor the progress of new employees through their orientation training.  Orientation Training is ongoing with new staff members. Trainee Coleman, Trainee Briggs, Trainee St. James, and Trainee Bowers.

**9. Medical Issues:**

MD Visits	29
MD Orders Only	6
Psych Visits	21

Psych Orders Only	0
Nurse Visit	86
Nurse Intake	53
VRH ER	1
Outside Appts	2
Lab Draws	6
Dentist	0
Crisis Counseling	0
Mobil X-Ray	2

#### **10. Investigator**

Total number of cases – 5

Criminal mischief, Criminal threatening, Escape for Failure to Report, Articles Prohibited, Escape for Failure to Report

Hours worked for month of July - 73

## APPENDIX I.

**TO:** Jessie Levine, County Manager  
**FROM:** Ross L. Cunningham, Superintendent  
**DATE:** August 12, 2014  
**SUBJECT:** In Grade Adjustment for Selected Correctional Officers and Corporals

**Recommendation**

It is requested that we recommend that the County Commissioners provide a salary adjustment for selected Correctional Officers and Corporals due to compression issues as described more fully below.

**Background**

As a part of the current Corrections Department budget, \$37,000 was set aside to adjust wages for certain positions that warrant an in grade adjustment due to compression that has occurred between long term staff and new hires as well as between the positions of Correctional Officers and the next level of supervision, Corporals. This had been reviewed with the prior County Manager in a previous budget cycle. I had several discussions with the outgoing Human Resources Director and was prepared to implement the changes. We placed the issue on hold pending review by the incoming Human Resources Director. That review has now been completed.

**Discussion**

Historically, Sullivan County Department of Corrections has generally hired new or entry level Correctional Officers at the beginning of the range unless individuals had prior experience in corrections, relevant military experience or relevant college education. Unfortunately, merit increases had not been budgeted prior to this year, and the cost-of-living adjustments provided to all employees moved current employees at the same rate that the pay range moved, which has led to a number of longer term correctional officers being closer to the entry level of the range thus creating compression to entry level positions. Our proposal is to increase range penetration of those officers who have been here and are proficient in their jobs and would have otherwise typically received a merit increase that would have allowed for progression within their respective ranges.

The current range of pay for Correctional Officers is \$13.17 to \$19.75, and the range of pay for Corporals is \$15.68 – \$23.52. Our proposal recommends eight Correctional Officers receive increases that vary from 4.9% to 11% and for five Corporals to receive increase that vary from 4.9% to 11%, retroactive to 7/1/14. In addition, several officers with similar years and experience levels will receive very minor adjustments of 1 or 2 cents that will place them all at the same pay rate in the scale. All this is accomplished within the budget at an estimated annual

cost of \$31,998.86 (this figure may be lower if there is any additional turnover before the end of the fiscal year).

As you know this has been extensively reviewed with the interim Human Resources Director and he concurs with this recommendation and approach. I understand that the Board of Commissioners would still like to review the pay grades and ranges county-wide, and we support that project to address any remaining issues around competition and comparable pay in the region and within departments.

I will be available at the County Commissioners meeting on 8/18 to answer any questions they may have. In the meantime, please feel free to contact me should you have any questions or require additional information.

Respectfully Submitted,

A handwritten signature in dark ink, appearing to read 'R. L. Cunningham', written over a horizontal line.

Ross Cunningham, Superintendent

copy: Norman O'Neil, Interim Human Resources Director

	DATE OF	# OF									
POSITION TITLE	POSITION	GRADE	HOURS		Yrs of Service	FY14 rate	FY15 1.4%	FY 15 Base	Proposed Adjusted Rate		Proposed Adjusted % Change
		Non Bargaining				Base					
CORRECTIONAL OF	19-Jan-11	5	40	Grp. II	10 yrs, 9 mos	14.87	15.08	15.08	15.83	\$ 1,563.79	5.0%
CORRECTIONAL OF	4-Jan-09	5	40	Grp. II	7 yrs, 3 mos	14.65	14.86	14.86	15.60	\$ 1,549.39	5.0%
CORRECTIONAL OF	16-Feb-09	5	40	Grp. II	5 yrs, 5 mos	14.36	14.56 + .25	14.56	15.43	\$ 1,807.44	6.0%
CORRECTIONAL OF	30-May-10	5	40	Grp. II	4 yrs, 2 mos	14.35	14.55	14.55	15.28	\$ 1,516.53	5.0%
CORRECTIONAL OF	1-Nov-10	5	40	Grp. II	3 yrs, 8 mos	14.35	14.55 + .25	14.55	15.28	\$ 1,516.53	5.0%
CORRECTIONAL OF	17-Jan-11	5	40	Grp. II	3 yrs, 6 mos	14.86	15.07 + .25	15.07	15.28	\$ 440.88	1.4%
CORRECTIONAL OF	15-Aug-11	5	40	Grp. II	2 yrs, 11 mos	14.35	14.55	14.55	15.08	\$ 1,096.74	3.6%
CORRECTIONAL OF	15-Aug-11	5	40	Grp. II	2 yrs, 11 mos	14.35	14.55	14.55	15.08	\$ 1,096.74	3.6%
CORPORAL	2-May-10	10	40	Grp. II	13 yrs, 2 mos	17.17	17.41	17.41	18.26	\$ 1,767.21	4.9%
CORPORAL	2-May-10	10	40	Grp. II	8 yrs, 8 mos	15.87	16.10 + .25	16.09	17.86	\$ 3,677.07	11.0%
CORPORAL	24-Oct-10	10	40	Grp. II	6 yrs, 8 mos	15.87	16.10 + .25	16.09	17.86	\$ 3,677.07	11.0%
CORPORAL	31-Aug-10	10	40	Grp. II	2 yrs, 5 mos	15.60	15.82	15.82	17.35	\$ 3,185.73	9.7%
CORPORAL	21-Oct-12	10	40	Grp. II	1 yr, 11 mos	15.97	16.19	16.19	17.35	\$ 2,405.35	7.1%
										\$ 25,300.45	
									Salary	\$ 25,300.45	
									FICA	\$ 365.38	
									Retirement	\$ 6,333.03	
									Total	\$ 31,998.86	

## APPENDIX J.



Employee Benefits  
*Specialists*

Jessie W. Levine  
County Manager  
Sullivan County  
14 Main Street  
Newport, NH 03773

August 14, 2014

Dear Jessie,

In response to your request we have put together the following information regarding IPG Benefits and how we would approach brokerage services for the County's ancillary lines of coverage.

At IPG we focus solely on employee benefits and are the leading broker/consultants for municipalities and school districts in NH. Attached you will find a list of our municipal clients.

Life/LTD/STD:

IPG's approach is to issue a full RFP to approximately 20 carriers to conduct a complete analysis of the market/benefits and to make sure that our clients have the strongest contract language and lowest rates possible.

We are very selective when recommending insurance carriers. Carriers must have a solid financial rating, excellent service, consistent representation, comprehensive contracts and competitive rates. We truly do evaluate all of these factors when recommending a carrier to our clients. Before a client transitions to a new carrier, we draft a detailed side-by-side comparison of the key elements of the plan design to insure our client has matched, if not improved upon, current benefits.. Multi-year rate guarantees are obtained when possible.

Compensation: IPG is compensated solely through standard commissions built in to the lines of coverage. There would be no cost to Sullivan County outside of the insurance premiums. Most carriers offer the same rate for coverage whether a broker is involved or the coverage is obtained directly.

Rates:

Rates are a factor of a group's size, plan design, claims experience, industry and employee demographics.

Our average rates across our book of business are:

Life:	.124	(Sullivan County's current rate is .15)
AD&D:	.021	(Sullivan County's current rate is .03)
LTD:	.323	
STD:	.46	

We have noted that Sullivan County currently does not offer any income protection benefits to employees for non-work related sickness or injury. IPG will work with Sullivan County to determine whether a program of such coverage is appropriate. Both Voluntary and Employer-Paid Short Term Disability and/or Long Term Disability programs would be included in the analysis. Voluntary products could Sullivan County to offer these benefits to employees via payroll deduction, with 100% of the cost paid for by employees. IPG will make full recommendations for consideration by the County. Any compensation to IPG would be included in the standard commissions paid through the policies.

#### **Dental:**

Sullivan County is insured through the HealthTrust for dental coverage with Delta Dental. At no cost to the County, IPG will conduct a dental analysis to determine whether a self-funded plan directly through Delta Dental or another carrier or a fully-insured dental plan makes sense from a financial and plan design standpoint. We would only recommend changing dental administration/carrier should the results of our efforts yield an equal or improved plan design at a lower cost, including any compensation paid to IPG.

Compensation: Fully insured dental plans would have standard commissions built into the rates. A self-insured plan would include a minimal fee paid to IPG built into the working rates.

#### **Technology:**

Through an affiliation with Zywave, IPG offers a suite of online HR technology solutions. We are attaching overviews of both an HR portal called "MyWave" through which Sullivan County can access legally vetted documents on the ACA, HIPPA, COBRA, FMLA, etc. We are also attaching a flyer for "HR Connection" through which Sullivan County can build an intranet website for employees.

Compensation: These value added services are offered free of charge to IPG clients.

#### **Wellness:**

Helen Leach, IPG's Director of Technology and Wellness, is available as a resource to help connect Sullivan County to vendors and online HR tools. IPG also offers hundreds of Wellness communication pieces including monthly newsletters that can be customized for Sullivan County and employee handouts.

Compensation: These value added services are offered free of charge to IPG clients.

IPG would welcome an opportunity to partner with Sullivan County to design a cost-effective and customized benefit package for its employees and their families. We look forward to hearing from you and have included a sample Broker of Record letter for your review and execution should you wish to move forward.

Sincerely,



Kirsti Karpawich, CEBS, Broker/Consultant



John Round, CEBS, Broker/Consultant

---

85 Washington Street  
Keene, NH 03431

46 Main Street  
Springfield, VT 05156

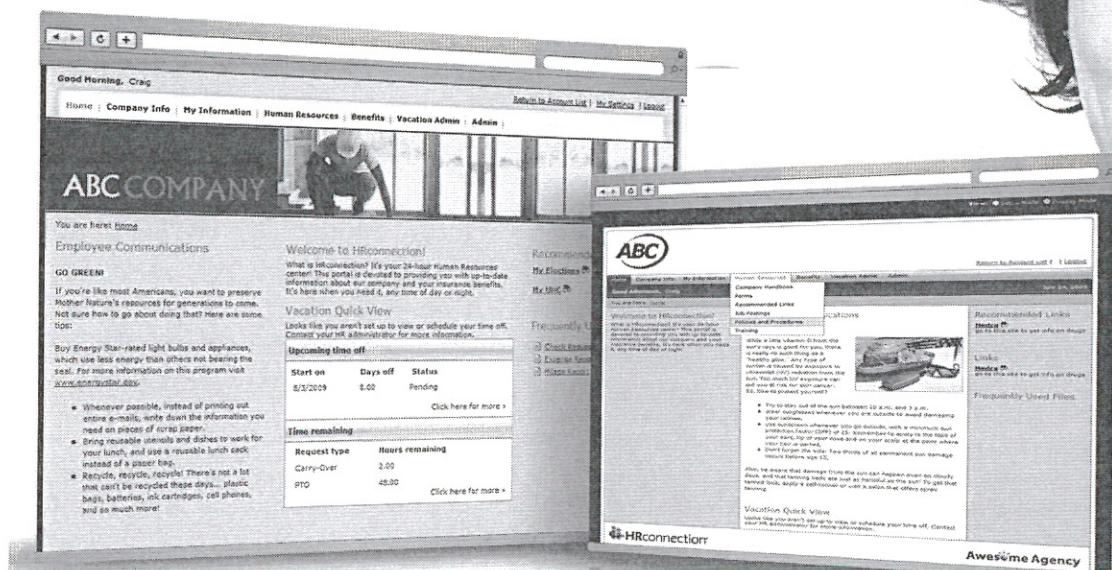
12 Middle Street  
Amherst, NH 03031

[www.ipgbenefits.com](http://www.ipgbenefits.com)  
888.IPG.FLEX

HRconnection®

## PORTAL OVERVIEW: FEATURES AND BENEFITS

IPG Employee Benefits is pleased to provide with HRconnection®, an intuitive HR communication Web portal that helps you deliver company information in one secure and convenient location that is easily viewed by employees. Customizable to your needs and preferences, HRconnection offers you the following flexible features and benefits.



### PORTAL FEATURES

- Customization of portal look, feel and menu options
- Self-serve access to company and employee communication information including 's history, handbooks, forms, directories and policies
- Online benefits elections including standard and customizable reporting
- Anytime access to benefit plan information
- Time-off approval, tracking and reporting capabilities
- Database of employee information useful for reporting
- Select portal functionality is optional based on preferences
- Mobile capabilities allows employees to access important information anytime, anywhere

### TRAINING AND SUPPORT

- A customized implementation and access to a dedicated IPG Employee Benefits consultant
- On-screen, context-sensitive Help
- Online Quick Reference Guides

Call 1.888.474.3539

or visit

<http://www.ipgbenefits.com>

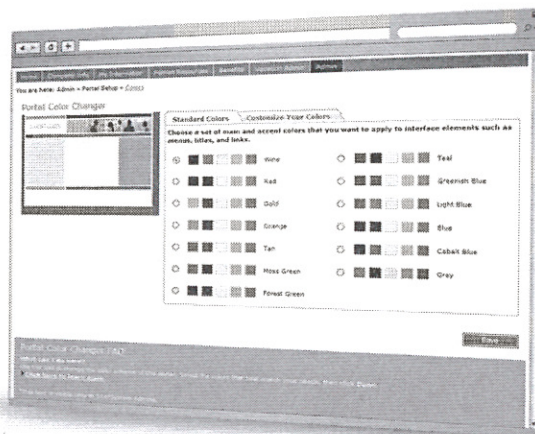


# PORTAL OVERVIEW: FEATURES AND BENEFITS

## CUSTOM PORTAL DESIGN CAPABILITIES

Unsurpassed custom design options include the ability to:

- Select from three portal design layouts
- Choose from 12 standard color schemes or easily customize your own
- Control images including company logo, name and stock photos
- Offer different information for different groups of employees
- Create your own sub-menu items such as a job descriptions page, custom messages page, etc.



## WELCOME

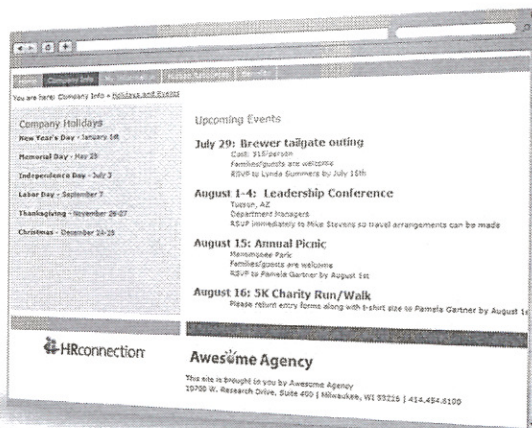
Delivering targeted employee communications is easy with a customizable home page that includes:

- Home page welcome message and seasonal announcements
- Links to employer-recommended Web resources
- Scheduled employee communication campaigns
- Quick view of upcoming time off and time remaining, personalized to the user

## COMPANY INFORMATION

Educate and assist employees on company-specific information including:

- Employee directory
- Departmental contacts
- Holiday and event listing
- Mission statement and vision
- Company history



# PORTAL OVERVIEW: FEATURES AND BENEFITS

## MY INFORMATION

Empower employees to manage personal information including the ability to:

- Add, review or update personal information
- Manage time-off requests and view a summary by type, such as vacation, personal or sick day
- Update life event changes such as beneficiary, dependent or marital status information
- Manage and review benefit elections
- View both current and future personal elections throughout the year

**Time Off**  
Date Range: 1/1/2009 - 12/31/2009

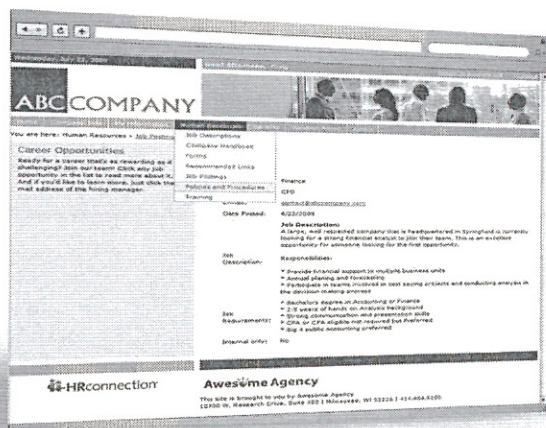
The totals shown on this page are based on hourly increments.

Type	Starting Total	Used	Future Scheduled	Total Remaining	Accrued Balance
Carry-Over	4	2	0	2	-
PTO	58	24	16	48	20
Unpaid	-	0	0	-	-

**Add Request**

Start	End	Time	Type	Status	Amount	Actions
8/10/2009	8/10/2009	All Day	PTO	Pending	8	✎ ✕
8/3/2009	8/3/2009	All Day	PTO	Pending	8	✎ ✕
7/2/2009	7/2/2009	All Day	PTO	Pending	8	✎ ✕
6/23/2009	6/23/2009	08:00 AM - 10:00 AM	Carry-Over	Pending	2	✎



## HUMAN RESOURCES

Eliminate the need for distributing bulky and costly company materials and provide online access to career information to employees, including:

- Handbooks
- Forms
- Directories
- Policies and procedures
- Career growth, job posting and training information

## BENEFIT PLANS

Bundle everything employees want to know about their benefit plans in one secure location. Benefits are listed by type such as medical, dental, vision, etc. Within each plan type, employees can obtain detailed plan information and benefit summary information, including the ability to:

- View plan design information including rates and eligibility
- Access Summary Plan Descriptions
- Compare plan benefits
- Obtain plan forms
- View carrier contact information
- Access Frequently Asked Questions

**Plan Information**

Medical	Medical	
Health Savings Account (HSA)	UnitedHealthcare - \$500	<a href="#">View Plan Details</a>
Dental	UnitedHealthcare - \$500	<a href="#">View Plan Details</a>
Health Care Flexible Spending Account	UnitedHealthcare - \$500	<a href="#">View Plan Details</a>
Traditional 401(k) Plan	UnitedHealthcare - \$500	<a href="#">View Plan Details</a>
Roth 401(k) Plan	UnitedHealthcare - \$500	<a href="#">View Plan Details</a>
Vision Discount Plan	UnitedHealthcare - \$500	<a href="#">View Plan Details</a>
Life Insurance (Voluntary)	UnitedHealthcare - \$1000	<a href="#">View Plan Details</a>
Accidental Death & Dismemberment (Voluntary)	UnitedHealthcare - \$1000	<a href="#">View Plan Details</a>
Group Life and AD&D (Employer Sponsored)	UnitedHealthcare - \$1000	<a href="#">View Plan Details</a>
Long Term Care (Employer Sponsored)	UnitedHealthcare - \$1000	<a href="#">View Plan Details</a>
Long Term Disability (Employer Sponsored)	UnitedHealthcare - \$1500	<a href="#">View Plan Details</a>

# PORTAL OVERVIEW: FEATURES AND BENEFITS

## REPORTING OVERVIEW

By capturing employee and plan information in HRconnection, administrators have the ability to create the following reports quickly and easily in any of the following outputs: Microsoft® Excel® and CSV, Adobe® PDF, HTML and RTF.

### Election Reports

**Election Summary** – Create a summary of all benefits elected by an employee for a specified effective date (available in English and Spanish).

**Payroll Extract Report\*** – Extract payroll information for employee based on election effective date.

**Personal Instruction Sheet** – Generate an informational reference for employees to use when preparing for open enrollment.

**Premium Report\*** – Extract election and premium information, based on effective date, to compare with the monthly billing statement issued by a carrier.

**Plan Design Report** – View detailed information, including rates and benefits, on any of the plan offerings.

**Annualized Contribution Report** – View per deduction and annualized contributions by employees for all plan types.

**Beneficiary Report\*** – View designated beneficiary information.

**Carrier Extract Report\*** – Extract employee information and election data based on effective date.

**Census Report\*** – Extract information needed for an employee census.

**Change Report – Election Comparison over Time\*** – View all changes made to employees' elections between effective dates.

**Change Report – Election Comparison (based on effective date)** – Compare employee elections effective as of two specific dates.

**Change Report – Election Comparison (based on confirmation date)\*** – Track elections confirmed within a specified date range.

**Change Report – Election & Demographic Change** – Monitor changes made because of a life event, open enrollment, employee termination, or employee/contact demographic changes during a specified date range.

**Election Status Report – Unconfirmed Elections** – Identify employees who have unconfirmed elections for a selected plan type within the enrollment date range.

### Employee Reports

**Employee Changes** – Monitor the changes of employee or family contact records during a specified period.

**Employee Information\*** – Extract basic employee and employment information.

**Employee User Name Report** – Generate a list of employee user names.

**My Family Information Report\*** – Extract basic employee, employment, and my family and contacts information.

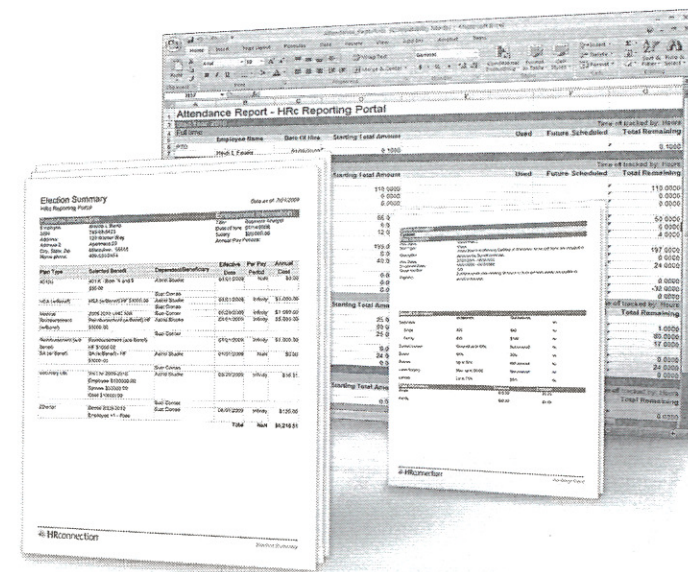
**Attendance Report** – Extract vacation totals and track attendance for employees.

**Out of Office Report\*** – Generate a list of employees who are out of the office during a specific date range.

**Portal Usage Statistics** – Monitor usage of HRconnection for a specified period.

**Time Off Requests\*** – Generate a list of employees who have requested time off during a specific date range.

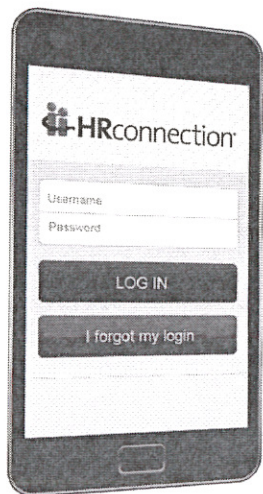
**Time Off Totals\*** – Download time off totals for employees.



\*These reports offer customization options through the ability to add and reorganize report fields.

HRconnection®

## PORTAL OVERVIEW: FEATURES AND BENEFITS



### MOBILE ACCESS

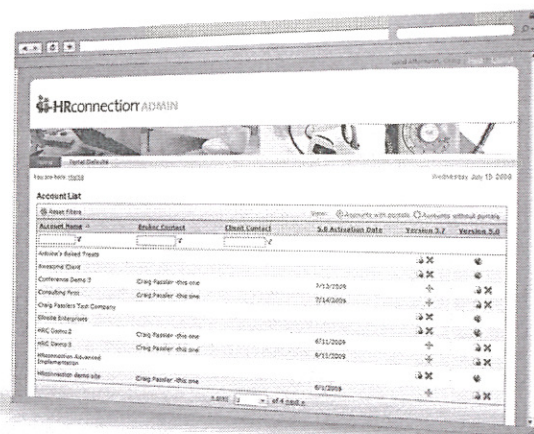
Employees can access the following HRconnection features on their mobile or tablet device, further streamlining necessary tasks and making connecting with your employees easier than ever:

- Searchable employee directory, to quickly find contact information for colleagues and managers
- Time off tracking, including the ability to request time off, edit or delete pending requests, and view remaining time off
- Benefit plan information, including plan details, benefit summaries, current elections and more

### ADMINISTRATION

From portal setup to uploading custom content to reporting, HRconnection offers administrators the ability to:

- Select portal's look, feel and functionality
- Upload employee data including dependents, contact information, emergency contacts, job titles and more
- Add, edit or delete benefit plan data
- Administer life events and send benefit election reminders
- Manage vacation tracking including the ability to do accruals
- Publish portal content such as bulletin board postings, policies, handbooks, welcome page messages, etc.
- Generate reports and manage data imports



### HRconnection® SYSTEM REQUIREMENTS

- Microsoft® Internet Explorer® internet browser 6.x or higher, or Mozilla® Firefox® internet browser 3.x or higher
- Dedicated, high-speed internet connection recommended
- Minimum monitor resolution of 1024 x 768
- HRconnection is not supported on Apple® Macintosh® computers

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Mozilla® and Firefox® are registered trademarks of Mozilla Foundation Corp.

Apple® and Macintosh® are registered trademarks of Apple Computer, Inc.



**IPG serves as the Broker/Consultant for the following Municipalities:**

**New Hampshire:**

Cheshire County  
City of Claremont  
City of Keene  
City of Lebanon  
Town of Hanover  
Town of Jaffrey  
Town of Milford

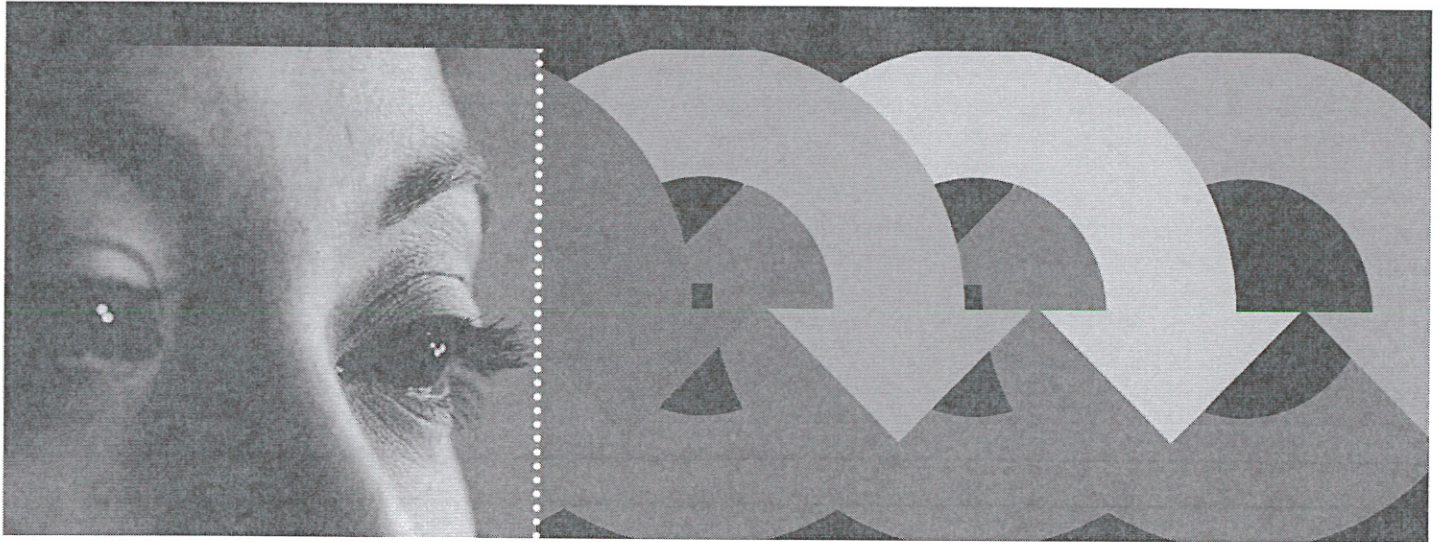
**Maine:**

Portland Water District

**IPG serves as the Broker/Consultant for the following Schools:**

SAU 1	Conval/Peterborough
SAU 8	Concord
SAU 16	Exeter
SAU 29	Keene
SAU 39	Amherst
SAU 40	Milford
SAU 47	Jaffrey Rindge
SAU 60	Fall Mountain
SAU 76	Lyme
SAU 92	Hinsdale
SAU 93	Monadnock
SAU 94	Winchester
RSEC	Regional Services Educational Center, Amherst

# MyWavePORTAL®



**IPG**  
Employee Benefits  
*Specialists*

# MyWave<sup>®</sup> Portal

## Click+Connect+Communicate

Welcome to a whole new way of working — MyWave<sup>®</sup> is your personalized Web site that allows you to effortlessly click, connect, and communicate with IPG Employee Benefits.

It's designed to offer you time-saving tools and resources that build convenience into managing your everyday work tasks. Whether you want to view documents online, participate in plan/program surveys, or connect with over 325,000 peers in your industry, this is the place to be. It's easily accessible, hardworking, and just one of the many value-added services available to you when you partner with us.

### Posting Center

- Our document posting capabilities allow a seamless exchange of information sharing from our agency to you
- Accessible 24/7, postings from our agency are timely, relevant, and easy to locate in one convenient place online

### Survey Benchmarking

- Participate in benefit plan and/or P&C program surveys
- Allows you to determine how your plans and programs compare to other employers across the U.S.

### Community

- Through MyWave Community, you have access to a vast and knowledgeable network of colleagues from across the country
- Share information and resources via the Community's interactive forum that allows you to post questions to your peers, provide insight into other users' questions, and allows you to track responses based on topics or individual questions
- Community postings are organized by topic so you can source information quickly and easily



"The Community section allows us to easily find out what other companies are doing in a variety of situations. I can get answers quickly from other colleagues in the industry; the Community has become my personal sounding board."

**Trevor**, MyWave Portal User, Northeast



"MyWave HR is an extremely valuable resource for us. We particularly appreciate the forms available in the Legislative Guides and the newsletters found in *HealthShop*."

**Julie**, MyWave HR Client User, Midwest

## MyWave® HR: Your Electronic Human Resource Assistant

MyWave HR is the helping hand you need for all your Human Resource needs. Whether you are looking for Legislative information, employee communications, industry-related Web sites, or consumer-related healthcare information, MyWave HR has it readily available for you in one easy, convenient location.

### **Compliance**

Looking for quick answers to tough legislative questions? MyWave HR's Compliance has the answers you're searching for. You will be directly linked to an exclusive set of comprehensive guides full of federal legislation. Complete guides include COBRA, HIPAA, HIPAA Privacy, Section 125, and FMLA. Within each guide, sections include Related Articles, Q&A, Forms, and Quick Reference. A search function is also available to help you easily source information by allowing you to browse all or

only particular sections within each guide.

### **Documents on Command**

When you need to resource information fast, the Documents on Command section of MyWave HR provides instant access to a library of downloadable articles covering a variety of topics — exactly when you need them! Articles are conveniently grouped by general category and include: Benchmark Surveys & Statistics, Compliance & Plan Designs, and Employee Communication & Education — to help you easily locate all the resources available to you. Or, use its keyword search function to find related documents.

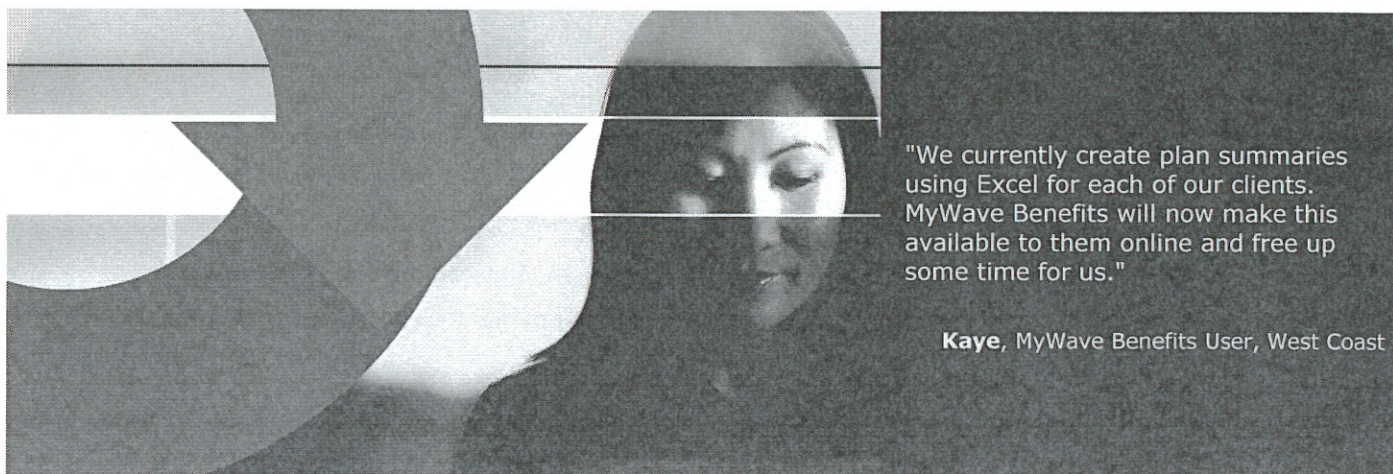
### **Resources**

MyWave HR's Resources provides useful links and articles to industry-related Web sites —all through the convenience of your MyWave HR® homepage. In addition, use the helpful

search function so you can promptly find all the information you are looking for, as well as any related documents from the Documents on Command section. And if you still cannot find exactly what you need, use the convenient, "contact your broker representative" help link. So many helpful resources — all at your fingertips.

### **HealthShop**

Want consumer health-related articles in professional looking newsletters to give to your employees in a snap? No problem! MyWave HR supplies you with *HealthShop* — comprehensive, consumer information, in ready-to-print newsletters. Topics include: *At the Doctor's Office*, *At the Pharmacy*, *Home Care*, and *Your Health*. Use these newsletters to help your employees make smart and informed healthcare decisions.



"We currently create plan summaries using Excel for each of our clients. MyWave Benefits will now make this available to them online and free up some time for us."

**Kaye**, MyWave Benefits User, West Coast

## MyWave<sup>®</sup> Benefits: Your Benefit Plan Information Center

MyWaveBenefits is your one-stop information center that allows you to view your company's benefit plan information online. And to help simplify things even more, we've stored all this valuable plan information in one easily accessible location – making it just a mouse click away.

### **Benefit Plan Information**

Want to be able to see the different plan types that your agency chose for the year? MyWave Benefits can easily provide you with this wealth of information.

Once you select a plan type, the current related policies will automatically appear, allowing you to view each plan's basic information. If you select a specific plan type such as dental, you will be able to see that plan broken down by plan type, year, and name, as well as policy number, and issuing carrier.

You can drill-down and see even more detailed information by selecting the Benefits tab – displaying your agency's current plan design.

Another great benefit is that the system holds plans that are currently in place, in

addition to prior plans, allowing you to compare plan information from year to year.

### **Rate Information**

Would it be helpful to know specific information about the benefits elected by your agency such as monthly fees? And how great would it be to know rate structure information? With MyWave<sup>®</sup> Benefits, this beneficial information is just another valuable component you'll have access to, with the ease of a click of the mouse.

By clicking on the Rates tab within the plan type you selected, you'll be provided with a detailed summary of the policy's rate information including such valuable information as rate structure, employee count, and rate amounts.

# APPENDIX K

b.a.i

## 2014 Sullivan County Select Board / City Council Meetings Schedule

Commissioners & County Manager have attended the following:

Mon., June 16, 2014 6:30 p.m., Town of Newport  
Mon., June 23, 2014 7:00 p.m., Town of Springfield  
Mon., July 14, 2014 7:00 p.m., Town of Acworth  
Wed., July 23, 2014 5:00 p.m., Town of Grantham  
Thu. July 31, 2014 7:00 p.m., Town of Washington  
Tue. August 5, 2014 7:30 p.m., Town of Croydon  
Mon., August 11, 2014 7:00 p.m., Town of Sunapee

### Commissioners & County Manager scheduled to attend:

Mon., **August 25**, 2014 7:00 p.m., Town of Goshen  
Wed., **Sept. 17**, 2014 6:30 p.m., Town of Charlestown  
Tue., **Sept. 23**, 2014 7:00 p.m., Town of Lempster  
Mon., **Sept. 29**, 2014 6:30 p.m., Town of Cornish  
Wed., **October 1**, 2014 6:00 p.m., Town of Plainfield  
Wed. **October 8**, 2014 6:30 p.m., City of Claremont  
Mon. **November 10**, 2014 5:30 p.m., Town of Unity  
Mon. **November 24**, 2014 7:00 p.m., Town of Langdon

**President**

Bronwyn Asplund-Walsh  
Merrimack County Commissioner

**Vice President**

George Maglaras  
Strafford County Commissioner

**Clerk**

Pam Coughlin,  
Hillsborough County Register of Deeds

**Treasurer**

Theresa Young,  
Rockingham County Finance Officer



**Association of Counties**

46 Donovan Street, Suite 2  
Concord, NH 03301

(603) 224-9222  
(603) 224-8312 (fax)

[nhac@nhcounties.org](mailto:nhac@nhcounties.org)

[www.nhcounties.org](http://www.nhcounties.org)

**At-Large**

Greg Wenger,  
Hillsborough County Administrator

**At-Large**

Lori Shibinette  
Merrimack County Nursing Home  
Administrator

**Immediate Past President**

David Sorensen  
Carroll County Commissioner

**Executive Director/Government**

**Relations Counsel**  
Betsy B. Miller

## 2014 Annual County Government Awards

It's that time of year—nominations are now being accepted for the 2014 NHAC County Government Awards. Each year the New Hampshire Association of Counties honors individuals for their service to county government and the citizens of their communities. Individuals are nominated by their peers and are selected by the NHAC Awards Committee.

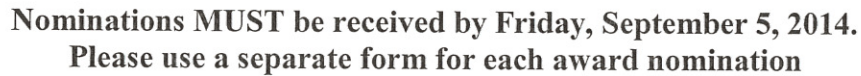
2014 Awards Committee Members	
Belknap: Deb Shackett	Hillsborough: Toni Pappas
Carroll: Wynette DeGroot	Merrimack: Sara Lewko
Cheshire: Jack Pratt	Rockingham: Cathy Stacey
Coös: Jennifer Fish	Strafford: Leo Lessard
Grafton: Julie Clough	Sullivan: Jeff Barrette

Please carefully read the following instructions before submitting an awards nomination form.

1. All completed nomination forms must be submitted to your county representative no later than **Friday, September 5**, at their county office. Nominations received after the deadline will not be considered. Nominations need to be forwarded and received by Peggy Danis at NHAC by **Friday, September 12**.
2. Only written/typed nominations will be considered by the NHAC Awards Committee.
3. Submit a separate form for each award category.
4. Do not send your personal nominations directly to the NHAC office. These will not be considered.

**All awards will be announced at the Awards Banquet on Monday, October 27, 2014.**

## 2014 County Government Award Nomination Form



- ☐ Assisted Living Employee
- ☐ County Attorney Employee
- ☐ County Corrections Employee
- ☐ County Employee (Individual)
- ☐ County Nursing Home Employee
- ☐ County Sheriff Employee
- ☐ County Team Award
- ☐ Registry of Deeds Employee

- ☐ Corrections Superintendent
- ☐ County Administrator
- ☐ Human Resources Administrator
- ☐ Human Services Administrator
- ☐ Nursing Home Administrator

☐ County Attorney

☐ County Commissioner

☐ County Treasurer

☐ Register of Deeds

☐ Sheriff

- ☐ Edna McKenna Public Service
- ☐ Profile Service Award
- ☐ Roland Roberge Corporate Citizen
- ☐ State Legislator of the Year

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## **New Hampshire Association of Counties**

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### **Annual County Government Awards**

#### **Public Service Award Criteria**

##### ***Edna McKenna Public Service Award***

Edna McKenna was a Merrimack County Commissioner for many years and devoted her life to public service and the greater Concord community. This lifetime achievement award is given to an extraordinary individual who exemplifies Edna McKenna's qualities of committed involvement in the community and dedication to public service.

##### ***Roland Roberge Corporate Citizen Award***

Roland Roberge was a Strafford County Commissioner and Mayor of Rochester. As a small business owner, he was a firm believer in public service and corporate volunteerism. This award is presented to a corporation or small business that reflects Roland Roberge's spirit of commitment to community through public service by donation of time, knowledge or materials.

##### ***State Legislator of the Year Award***

This award acknowledges a State legislator who has recognized the value of county government's contribution to the citizens of New Hampshire and has furthered the cause of county government in the New Hampshire General Court.

##### ***Profile Service Award***

This award was implemented in 2003 to recognize an individual who has worked diligently on behalf of the NH Association of Counties to further its purpose and mission.